

Purchasing Card Update

from Payment Services

November 6, 2020

November 2020

CITIBANK EXPENSE REPORT

Transactions from 10/3/2020 —11/3/2020

Friday, November 6th

The Expense Report is available to download **today, November 6th**.

Friday, November 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon** on **November 13th**

Tuesday, November 17th

The Expense Report with all supporting documentation is **due for review by November 17th**.

[Click Here for Checklist](#)

Email reports to: pcard@ttuhsc.edu

Chrome River PCard Training: Chrome River for PCard is going live **January 4, 2021**. Trainings will include navigation, how to submit a report, how to approve a report and many new exciting features that Chrome River offers.

Please plan to attend, see schedule below:

Wednesday, November 18, 10:00 – 12:00

Thursday, November 19, 3:00 – 5:00

Friday, November 20, 10:00 – 12:00

Friday, November 20, 2:00 – 4:00

Tuesday, December 8, 10:00 – 12:00

Tuesday, December 8, 2:00 – 4:00

Friday, December 11, 10:00- 12:00

Tuesday, December 15, 10:00 – 12:00

Tuesday, December 15, 2:00 – 4:00

To join the zoom trainings above, please click: <https://ttuhsc.zoom.us/j/9385007640>

Meeting ID: 938 500 7640 One tap mobile (346)248-7799

We welcome your feedback!
Please email your questions or suggestions to: pcard@ttuhsc.edu