



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

November 7, 2016

CITIBANK EXPENSE REPORT

Transactions from 10/04/16 through 11/03/16

Monday, November 7th

The November Expense Report is available to print **Today, November 7th**.

Wednesday, November 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on November 16th**.

Wednesday November 30th

The expense report with all supporting documentation is due for review by **November 30th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu