



# Purchasing Card Update *from* Payment Services

December 4, 2017

## CITIBANK EXPENSE REPORT

Transactions from 11/4/17 through 12/1/17

### Monday, December 4th

The October Expense Report is available to print **Today, December 4th**.

### Wednesday, December 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on December 13th**.

### Friday, December 29th

The expense report with all supporting documentation is due for review by **December 29th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

**\*\*\* Per OP 72.15, Purchase of gifts and gift cards are prohibited items on the Pcard \*\*\***

Sec 2. c., Gifts – See OP 72.03 (pg 2, 2c) for procedural details regarding gifts. Purchase of retirement gifts are allowed on the purchasing card. **Gift cards are strictly prohibited on the purchasing card and immediate reimbursement to the institution will be required.**

*Reminder: All Amazon purchases made on Pcard must follow Pcard policies.*

*We welcome your feedback!*

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*