



TTUHSC PURCHASING CARD UPDATE

December 5, 2012

CITIBANK EXPENSE REPORT ENDING 12/03/2012

Transactions from 11/03/12 through 12/03/12

December 5th (Wednesday)

The **Expense Report** for billing cycle December 2012 will be available to print **today**.

December 14th (Friday) 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the December cycle ending **12/03** by December 14th.

December 28th (Friday)

The Expense Report for December 2012 with all supporting documentation is **due for review on December 28th**. Mail to:

Lindsey Myers
Payment Services LBK
STOP 6283

Department Holiday Party

HSC OP 72.16 page 2 states:

3 A 2) Each department is allowed one annual event, usually at Thanksgiving or Christmas. The expenditure for the food is limited to a total cost not to exceed \$20 per employee or \$40 for employee and spouse/guest.

A department may choose to provide employees with hams or turkeys in lieu of a meal. Gift certificates cannot be purchased to distribute to employees that go to a supermarket to purchase a ham or turkey. Departments must coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business with a vendor voucher. Departments are allowed to provide the meal or the hams/turkeys, but **not** both at the expense of the institution. The maximum cost for hams/turkeys is \$20 each. This limitation is not intended to be interpreted that each employee must receive a value of \$20.

*United Supermarkets offer turkey vouchers and this is allowable.

If the event exceeds \$500, then the Pre-Approval Form is required as backup documentation to each coordinating receipt.



HAPPY HOLIDAYS!