

# Purchasing Card Update

## *from* Payment Services

December 7, 2020

December 2020

CITIBANK EXPENSE REPORT

Transactions from 11/4/2020 —12/3/2020

**Monday, December 7th**

The Expense Report is available to download **today, December 7th**.

**Monday, December 14th**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon** on **December 14th**.

**Thursday, December 17th**

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

[Click Here for Checklist](#)

Email reports to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)

**REMINDER:** Please turn in your past due reports as soon as possible! Failure to turn in reports in a timely manner will result in the suspension of the pcard . If you have any issues submitting your reports please contact the pcard office immediately.

**Chrome River Update:** Chrome River will go live January 4th. If you have not yet attended Chrome River training, or would like to attend again, please plan on joining us for one of the sessions below. 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 (one or as many sessions as you'd like):

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](mailto:pcard@ttuhsc.edu)***