Purchasing Card Update

from Payment Services

August 21, 2020

September 2020

CITIBANK EXPENSE REPORT Transactions
August 4, 2020 - September 3, 2020

Friday, September 4
The expense report is available to print on September 4.

Tuesday, September 8
FOAP reallocations and descriptions to be updated in Citi must be processed by 12 p.m. September 8.

Friday, September 18
The expense report, with all supporting documentation, is due for review by 5 p.m. September 18.

Please review the checklist to ensure all required documentation is included.

Mail to: Payment Services ELP-PCard, MSC 51008

Note: The card will be suspended if the records are not received by 5 p.m. September 18 or if there is required documentation missing. Purchasing of prohibited items is also grounds for suspension of the card.

Reallocation Deadline
Before this deadline, the cardholder/user must log in to Citi and verify the FOAP information for each purchase. The account code is used in Banner to designate the true business purpose for the transaction. For example, most food expenses default to account code 7L0402 OL Business Meetings. If the expense was a recruitment meal, please ensure you update the account code in Citi before the reallocation deadline to 7L0600 OL Recruiting Expense. DO NOT USE 730000 CONSUMABLES for food purchases.

It is the department’s responsibility to code the transactions in Citi under the proper account code before the deadline each month; otherwise, manual cost transfers will be required to correct them.

Please email your questions or suggestions to PcardELP@ttuhsc.edu.