It’s time to reconcile your Citibank card!

Citibank Expense reports for July 2011 are due July 15th

Reconciler’s that have been to training should have received an email with a userid and password. If you have not received your userid please contact purchasing.pcard@ttu.edu.

Cardholders, please contact purchasing.pcard@ttu.edu to have your userid (not your pcard) activated in GCMS before logging in for the first time.

Job Aids can be found: http://www.depts.ttu.edu/procurement/pcard/workaids.asp

Visit the Pcard Website for the New CitiBank Pcard Guidelines and forms: http://www.depts.ttu.edu/procurement/pcard/index.asp

Reconciler training is required if you reconcile your own pcard or the pcards for your department. Cardholder training is recommended for all current cardholders. Register for classes through the AFSIM website.

Reconcilers are also required to take the Procure-to-Pay class, email techbuy.purchasing@ttu.edu to register for one of these classes:

- July 6th 1:30-5, August 3rd 8-12, and Sept 22nd 8-12

Friday Afternoon work sessions
These will be one-on-one sessions that you can attend to get help with Purchasing, Payment Services, or PCard reconciliations. Email techbuy.purchasing@ttu.edu to register for these sessions, space is limited.

- July 8, 2011 1:30-3:30 (pcard only)  - July 15, 2011 1:30-3:30
- July 22, 2011 1:30-3  - July 29, 2011 1:30-3:30

Customer service is important to us, so let us know how we’re doing.
Look for the feedback link on all e-mails from Procurement Services.
http://wwwdepts.ttu.edu/procurement/commentcard/commentcard.asp

Procurement Services Forum’s
July 15th and August 12th
AGRI 214
3:30

Contact Us:
329 Drane Hall, Mail Stop 1094
(806) 742-3260
purchasing.pcard@ttu.edu