

*FROM THE DESK OF*

## THE PROCARD COMPLIANCE OFFICE

*Your partner for successful solutions!*

### UTSA TRANSITIONS FROM JPMORGAN CHASE BANK TO CITIBANK ON SEPTEMBER 1

#### DISTRIBUTION OF NEW CITIBANK PROCARDS\*

<b>Main Campus</b>	<b>University Heights</b>	<b>Downtown Campus</b>
August 23	August 24	August 25
UC 2.01.26	UH 1.106	BV 4.304A
Pecan Room 1:30—3:30 p.m.	10:00—11:30 a.m.	1:30—3:30 p.m.

\* Insert will include Citibank log on instructions

#### Current Procard Holders must:

- attend 1 of the 3 above scheduled card exchange dates
- present photo ID to receive new Citibank card
- turn in JPMorgan Chase card to receive new Citibank card
- process any current or outstanding payments for the JPMorgan Chase bank card

#### APPLICATION FOR NEW PROCARD HOLDERS

Department approved staff or faculty who would like to have a procard can now apply for a Citibank card.

The *new* Procard application will be available Monday, August 8 at <http://www.utsa.edu/pds/procard/forms.cfm>.

The new form can be completed online, and includes approval for grant accounts, instead of a separate approval form.

New cardholders will be notified, after September 1st, when their Citibank Procard arrives.

New Citibank Transaction Cycle Dates: 4th of the month to the 3rd of the following month  
August 12 (Recommended) Last day to charge using Procard with current fiscal year funds.

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