



Purchasing Card Update

from Payment Services

Dec 27, 2022

January 2023

CHROME RIVER EXPENSE REPORTS

December 4, 2022 – January 3, 2023

Tuesday, January 3

January 2023 cycle closes

Thursday, January 19

Expense reports for the January cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., January 19.

Reminder: Reports should be submitted weekly, using a Monday – Sunday transaction posting period.

Note: The card will be **suspended** if the expense reports are not in the PCard Approval Dashboard by 5 p.m., January 19, or if there is required documentation missing.

Reference material related to Chrome River is found at:

<https://elpaso.ttuhsu.edu/fiscal/businessaffairs/paymentservices/Trainings.aspx>

Note: Use format shown below to name your Expense Report

Last Name, First Initial, Cycle Month and Year, Start - End Dates of Transactions

(Example: Doe, J, Jan 2023, 12/12/22 – 12/18/22)

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