



Purchasing Card Update

from Payment Services

January 2nd, 2024

January 2024

CHROME RIVER EXPENSE REPORTS

December 4, 2023 – January 3, 2024

Wednesday, January 3

January 2024 cycle closes

Friday, January 19

Expense reports for the December 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://el Paso.ttuhs.c.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, January 2024, 12/11/23 – 12/17/23)

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