



Purchasing Card Update *from* Payment Services

January 24th, 2024

February 2024

CHROME RIVER EXPENSE REPORTS

January 4, 2024 – February 3, 2024

Saturday, February 3

February 2023 cycle closes

Monday, February 19

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

Reference material related to Chrome River is found at:

<https://el Paso.ttuhsc.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, February 2024, 01/08/24 – 01/14/24)

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