



Purchasing Card Update

from Payment Services

February 26th, 2024

March 2024

CHROME RIVER EXPENSE REPORTS

February 4, 2024 – March 3, 2024

Sunday, March 3

March 2024 cycle closes

Tuesday, March 19

Expense reports for the March cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., March 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., March 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, March 2024, 02/12/24 – 02/18/24)

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