



Purchasing Card Update *from* Payment Services

March 30, 2023

April 2023

CHROME RIVER EXPENSE REPORTS

March 4, 2023 – April 3, 2023

Monday, April 3

April 2023 cycle closes

Wednesday, April 19

Expense reports for the April cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., April 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., April 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, April 2023, 03/20/23 – 03/26/23)

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