



# Purchasing Card Update

## *from* Payment Services

April 25th, 2024

May 2024

CHROME RIVER EXPENSE REPORTS

April 4, 2024 – May 3, 2024

**Friday, May 3**

May 2024 cycle closes

**Friday, May 17**

Expense reports for the May cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., May 17.

**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., May 17, 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, May 2024, 04/08/24 – 04/14/24)**

*Please email your questions or suggestions to [PcardELP@ttuhsc.edu](mailto:PcardELP@ttuhsc.edu).*