



# Purchasing Card Update

## *from* Payment Services

June 1st, 2023

June 2023

CHROME RIVER EXPENSE REPORTS

May 4, 2023 – June 3, 2023

### Saturday, June 3

June 2023 cycle closes

### Monday, June 19

Expense reports for the June cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., June 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., June 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, June 2023, 05/15/23 – 05/21/23)**

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