



Purchasing Card Update *from* Payment Services

June 26th, 2023

July 2023

CHROME RIVER EXPENSE REPORTS

June 4, 2023 – July 3, 2023

Monday, July 3

July 2023 cycle closes

Wednesday, July 19

Expense reports for the July cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., July 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., July 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, July 2023, 06/12/23 – 06/18/23)

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