



Purchasing Card Update

from Payment Services

July 23, 2024

August 2024

CHROME RIVER EXPENSE REPORTS

July 4, 2024 – August 3, 2024

Saturday, August 3

August 2024 cycle closes

Monday, August 19

Expense reports for the August cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., August 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., August 19, or if there is required documentation missing.

Reference material related to Chrome River is found at:

<https://elpaso.ttuhscc.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, August 2024, 07/22/24 – 07/28/24)

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