



Purchasing Card Update

from Payment Services

August 22nd, 2023

September 2023

CHROME RIVER EXPENSE REPORTS
August 4, 2023 – September 3, 2023

Wednesday, August 23:

PCard Purchases for FY 2023 should be completed to ensure posting to FY 2023.

Sunday, September 3

September 2023 cycle closes

Wednesday, September 6

Expense reports for the September cycle, with all supporting documentation, must be submitted and approved in Chrome River by Cardholder's Supervisor/Fund Manager by 5 p.m., September 6.

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., September 6, 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, September 2023, 08/14/23 – 08/20/23)

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