



Purchasing Card Update

from Payment Services

August 22, 2024

September 2024

CHROME RIVER EXPENSE REPORTS
August 4, 2024 – September 3, 2024

Tuesday, September 3

September 2024 cycle closes

Friday, 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://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, September 2024, 08/12/24 – 08/18/24)

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