



Purchasing Card Update

from Payment Services

September 25th, 2023

October 2023

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

Tuesday, October 3

October 2023 cycle closes

Thursday, October 19

Expense reports for the October cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., October 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., October 19, 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, October 2023, 09/11/23 – 09/17/23)

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