



Purchasing Card Update

from Payment Services

October 24th, 2023

November 2023

CHROME RIVER EXPENSE REPORTS

October 4, 2023 – November 3, 2023

Friday, November 3

November 2023 cycle closes

Friday, November 17

Expense reports for the November cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., November 17.

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., November 17, 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, November 2023, 10/09/23 – 10/15/23)

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