



Purchasing Card Update

from Payment Services

January 2, 2025

January 2025

CHROME RIVER EXPENSE REPORTS

December 4, 2024 – January 3, 2025

Friday, January 3

January 2025 cycle closes

Friday, January 17

Expense reports for the December cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., January 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., January 17, 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, January 2025, 12/16/24 – 12/22/24)

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