



# Purchasing Card Update

## *from* Payment Services

January 23, 2025

February 2025

CHROME RIVER EXPENSE REPORTS

January 4, 2025 – February 3, 2025

### Monday, February 3

February 2025 cycle closes

### Wednesday, February 19

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., February 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., February 19, or if there is required documentation missing.**

Reference material related to Chrome River is found at:

<https://el Paso.ttuhscc.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, February 2025, 1/20/25 – 1/26/25)**

*Please email your questions or suggestions to [PcardELP@ttuhsc.edu](mailto:PcardELP@ttuhsc.edu).*