



Purchasing Card Update

from Payment Services

February 25, 2025

March 2025

CHROME RIVER EXPENSE REPORTS

February 4, 2025 – March 3, 2025

Monday, March 3

March 2025 cycle closes

Wednesday, March 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., March 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., March 19, or if there is required documentation missing.**

Reference material related to Chrome River is found at:

<https://elpaso.ttuhsc.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, March 2025, 2/17/25 – 2/23/25)

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