



# Purchasing Card Update *from* Payment Services

March 25th, 2024

April 2024

CHROME RIVER EXPENSE REPORTS

March 4, 2024 – April 3, 2024

**Wednesday, April 3**

April 2024 cycle closes

**Friday, April 19**

Expense reports for the April cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., April 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., April 19, or if there is required documentation missing.**

Reference material related to Chrome River is found at:

<https://elpaso.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, April 2024, 03/11/24 – 03/17/24)

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