



Purchasing Card Update

from Payment Services

November 04, 2024

November 2024

CHROME RIVER EXPENSE REPORTS
October 4, 2024 – November 3, 2024

Sunday, November 3

November 2024 cycle closes

Tuesday, November 19

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 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., November 19, 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 2024, 10/14/24 – 10/20/24)

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