



Purchasing Card Update

from Payment Services

November 22, 2024

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

Tuesday, December 3

December 2024 cycle closes

Thursday, December 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., December 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., December 19, or if there is required documentation missing.

Reference material related to Chrome River is found at:

<https://elpaso.ttuhs.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, December 2024, 11/11/24 – 11/17/24)

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