Purchasing Card Update

from Payment Services

July 27, 2022

August 2022

CHROME RIVER EXPENSE REPORTS

July 4, 2022 – August 3, 2022

Wednesday, August 3
August 2022 cycle closes

Friday, August 19
Expense reports for the August cycle, with all supporting documentation, must be submitted and approved in Chrome River by Cardholder’s Supervisor/Fund Manager by 5 p.m., August 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., August 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, Aug 2022, 7/11/22 – 7/17/22)

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