Purchasing Card Update
from Payment Services

October 28, 2022

CHROME RIVER EXPENSE REPORTS
October 4, 2022 – November 3, 2022

Thursday, November 3
November 2022 cycle closes

Friday, November 18
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 18.

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 18, 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, Nov 2022, 10/10/22 – 10/16/22)

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