

January 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 01/03 – 01/07/2022 = JAN22 WEEK 1: Due 01/21/2022
- 01/10 – 01/14/2022 = JAN22 WEEK 2: Due 01/28/2022
- 01/17 – 01/21/2022 = JAN22 WEEK 3: Due 02/04/2022
- 01/24 – 01/28/2022 = JAN22 WEEK 4: Due 02/11/2022

Important Reminders

- **State Vendor Hold Verification Required** – Before using the PCard for purchases greater than \$500, the cardholder should verify if the vendor is indebted to the State of Texas and identified as being on Warrant Hold Status at <https://fmcpa.cpa.state.tx.us/tpis/>. If the search confirms no vendor hold, screen shot and save the results to upload with your itemized receipt in Chrome River. If the vendor shows to be on hold, **do not proceed with the purchase**. The institution is unable to do business with the vendor until the hold is released by the State.
- **Amazon Business** – All Amazon purchases must be completed through TTUHSC's Amazon Business account. The use of personal Amazon accounts (even if set up with a ttuhsc.edu email address) is prohibited. To request an invitation to join TTUHSC Amazon Business, please email PCard@ttuhsc.edu.
- **Allowable PCard Usage** – Employees incurring a PCard expense should know whether the use of the PCard is allowed **prior** to making the commitment. Review [Purchasing Card Guidelines](#) or contact Purchasing@ttuhsc.edu before utilizing PCard as the payment method if you are uncertain whether it is permissible.

Helpful Links

[December 2021 PCard Update](#)

[Chrome River Access via SSO](#)

[PCard Homepage](#) (includes Chrome River Training Documentation)

For system questions, email ChromeRiverHSC@ttuhsc.edu