

January 2023 Expense Reports

- 01/02 – 01/06/2023 = JAN23 WEEK 1: Due 01/20/2023
- 01/09 – 01/13/2023 = JAN23 WEEK 2: Due 01/27/2023
- 01/16 – 01/20/2023 = JAN23 WEEK 3: Due 02/03/2023
- 01/23 – 01/27/2023 = JAN23 WEEK 4: Due 02/10/2023

Important Reminders

- **Deviations and Pcard Declines** - Please be aware, if you receive a deviation approval from Purchasing, the approval does not necessarily mean the pcard will process successfully.

For example, Amazon digital goods and books have a merchant code that is blocked on our pcards. Once Purchasing reviews/approves your deviation request to download an eBook, please attempt to run the pcard and if it declines email pcard@ttuhsc.edu and we will be happy to assist.

- **State Vendor Hold Search Requirement** – **PRIOR TO USING THE PCARD, for purchases greater than \$500**, Texas Government Code Section 2252.903 requires that the cardholder verify if the potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status at <https://fmcpcpa.cpa.state.tx.us/tpis/>. A screenshot of the vendor hold search result must be attached to the expense report as verification the vendor was not on hold status at the time of purchase.
- **Vacation Delegate** – This feature in Chrome River should only be used in the event that the employee is out of the office for an extended period of time. Please contact PCard Admin before setting an employee as your vacation delegate.

Additionally, the PCard Coordinator should also be informed if a cardholder is going to be out for an extended period of time, as there are security precautions that should be set in place for your pcard.

Please email pcard@ttuhsc.edu with any questions!

Helpful Links

[PCard Purchasing Guidelines](#)

PCard Website: <https://www.fiscal.ttuhsc.edu/paymentservices/pcard/>

Chrome River SSO Link: <http://chromeriver.texastech.edu/>

For account questions, email PCard@ttuhsc.edu

For system questions, email ChromeRiverHSC@ttuhsc.edu