# February 2022 Expense Reports

**Report Dates and Reconciliation Deadlines**
- 01/31 – 02/04/2022 = FEB22 WEEK 1: Due 02/18/2022
- 02/07 – 02/11/2022 = FEB22 WEEK 2: Due 02/25/2022
- 02/14 – 02/18/2022 = FEB22 WEEK 3: Due 03/04/2022
- 02/21 – 02/25/2022 = FEB22 WEEK 4: Due 03/11/2022

# Important Reminders

- **Cardholder Department Transfer –** Cardholders transferring to another department are not authorized to maintain the same PCard account and must immediately notify PCard Admin of the upcoming transfer. PCard accounts are non-transferrable and require immediate closure when the Cardholder departs from the Department that authorized the account in their name.

- **Cardholder Separation from TTUHSC –** PCard Admin must be immediately notified when a Cardholder separates or is pending separation from the institution. If circumstances allow, this should be communicated prior to the departure. Failure to notify PCard of the separation presents a high risk of fraudulent activity and loss of funds.

- **Employee Gifts –** Retirement gifts and Bereavement/Illness Flower purchases are the only allowable employee gifts on the PCard and should adhere to guidelines affirmed in OP 72.15 and OP 72.03. Any other employee gifts require a deviation approval from Purchasing prior to incurring the expense.

- **Compliance Over Convenience – Cardholders should ensure the use of the PCard payment method is appropriate and allowable prior to committing institutional funds.** While other procurement methods may require timelier preparation and submission, they have the appropriate controls in place to handle prohibited PCard expenses. Convenience driven PCard usage frequently results in violation findings and lack of appropriate documentation and/or approvals.

# Helpful Links

January 2022 PCard Update

January 2022 Hot Topics from Business Affairs

PCard Purchasing Guidelines

PCard Forms & Resources

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

For account questions, email PCard@ttuhsc.edu

For system questions, email ChromeRiverHSC@ttuhsc.edu