

February 2024 Expense Reports

- 02/05 – 02/09/2024 = FEB24 WEEK 1: Due 02/23/2024
- 02/12 – 02/16/2024 = FEB24 WEEK 2: Due 03/01/2024
- 02/19 – 02/23/2024 = FEB24 WEEK 3: Due 03/08/2024
- 02/26 – 03/01/2024 = FEB24 WEEK 4: Due 03/15/2024

Important Reminders

- **PCard due dates / Past due reports** –
 - The due date for an expense report is two weeks after the transaction has posted to Chrome River.
Example: I have a Wal-Mart transaction on Friday 2/9/24, but it didn't show up in Chrome River until Tuesday, 2/13. This transaction will be due on 3/1.
 - If your expense report is late, a reminder will be sent to the cardholder, delegate and fund manager, with a final due date. If the report is not submitted, fully approved and reconciled by the final due date, the PCard will be suspended until the account has been reconciled and there are no other issues, such as outstanding sales tax.
 - Your PCard will never be suspended without notice.
 - If your PCard is suspended 3 times in a fiscal year, and/or if there are excessive findings, the account will be placed on a probationary period of 3 statement cycles that can lead up to permanent closure of the account.
- **Food Delivery Service** - Please be aware that UberEats, Door Dash, and similar vendors are not allowable on the PCard. Vendors with delivery services of this nature have terms and conditions that Purchasing cannot agree to.
- **Deviation Requests** – All deviation requests, including IT-related items and software, should be emailed directly to purchasing@ttuhsc.edu and Cc: pcard@ttuhsc.edu with the following information:
 - Verify the item(s) are not available to purchase through the punch-out.
 - Provide the vendor's name, item(s) description, and amount along with a link to the website if one is available.
 - Provide a business purpose and type of funds to be used.
- **Unsure what is allowed, prohibited, or requires additional guidance?**
Please visit the [Purchasing Card Checklist](#) – This is a great reference tool for beginners or as a refresher. There are always other circumstances, “out of the norm” purchases, so if you have any questions, please contact pcard@ttuhsc.edu or purchasing@ttuhsc.edu before making the purchase.

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