May 2023 Expense Reports

- 05/01 – 05/05/2023 = MAY23 WEEK 1: Due 05/19/2023
- 05/08 – 05/12/2023 = MAY23 WEEK 2: Due 05/26/2023
- 05/15 – 05/19/2023 = MAY23 WEEK 3: Due 06/02/2023
- 05/22 – 05/26/2023 = MAY23 WEEK 4: Due 06/09/2023

Important Reminders

- **PCard Communication** – PCard questions (declines, temporary increases, etc.) should be emailed to PCard@ttuhsc.edu. Emailing PCard staff directly could cause delay, as they could be out of the office.

- **Amazon Business Account** –
  - All Amazon purchases are to be made on the TTUHSC Amazon Business account.
  - Purchases are to be made using a TTUHSC issued PCard.
  - Contact the PCard office to setup new users in Amazon Business.
  - Amazon Business accounts are linked to your TTUHSC email address. Your work email address should not be used for a personal Amazon account.
  - A**ll standard Purchasing/PCard policies and approvals apply to Amazon purchases.**
    - **If the items you are purchasing would require a deviation approval (Books over $500, or any Medical, Pharmaceuticals or Office Supplies, etc.) then a deviation approval is also required to purchase these items though Amazon Business.**

- **Late Invoice Payments & Prepayments –** The pcard should only be used at the time goods or services are ordered.
  - As with any credit card, the pcard should only be used at the time you are making the purchase. A payment should be made no later than 2 – 4 days from the **invoice date**. (Not the due date.) For example, if you have an invoice dated 6/1/2023, payment should be made no later than 6/4/2023 which gives the payment adequate time to post to your Chrome River account. A late payment is a non-compliant purchase. Please contact pcard@ttuhsc.edu with any questions.
  - Prepayment for events, meals, etc. is prohibited without an approval from Purchasing.

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