June 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 06/06 – 06/10/2022 = JUN22 WEEK 1: Due 06/24/2022
- 06/13 – 06/17/2022 = JUN22 WEEK 2: Due 07/01/2022
- 06/20 – 06/24/2022 = JUN22 WEEK 3: Due 07/08/2022
- 06/27 – 07/01/2022 = JUN22 WEEK 4: Due 07/15/2022

Important Reminders

- **FRAUD** – There has been a rise of fraudulent activity on pcards over the current billing cycle. Please monitor your accounts closely in Chrome River, and contact Citibank and the pcard office immediately if,
  - you see a transaction that was not authorized
  - Citibank contacts you to verify transactions
  - you receive 2 or more declines when trying to process payment

  **Reset your PIN by calling 877-905-1855.** This can help prevent scammers from hacking into your account.

- **State Vendor Hold Search Requirement** – Before 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://fmcpa.cpa.state.tx.us/tpis/](https://fmcpa.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.

- **Wondering why your expense report was returned? We’re here to help!** We understand this can be frustrating. Rather than resubmitting without changes, or deleting the report and starting over – please email ChromeRiverHSC@ttuhsc.edu with your cardholder’s information and the PCard Team will be happy to assist!

Helpful Links

- [PCard Purchasing Guidelines](https://www.fiscal.ttuhsc.edu/paymentservices/pcard/)

- PCard Website: [https://www.fiscal.ttuhsc.edu/paymentservices/pcard/](https://www.fiscal.ttuhsc.edu/paymentservices/pcard/)

- Chrome River SSO Link: [http://chromeriver.texastech.edu](http://chromeriver.texastech.edu)

- For account questions, email PCard@ttuhsc.edu

- For system questions, email ChromeRiverHSC@ttuhsc.edu