

July 2023 Expense Reports

- 07/03 – 07/07 2023 = JUL23 WEEK 1: Due 07/21/2023
- 07/10 – 07/14/2023 = JUL23 WEEK 2: Due 07/28/2023
- 07/17 – 07/21/2023 = JUL23 WEEK 3: Due 08/04/2023
- 07/24 – 07/28/2023 = JUL23 WEEK 4: Due 08/11/2023

Important Reminders

- **Sales Tax** – TTUHSC is a state entity, and therefore exempt from the State of Texas sales tax. Per HSC OP 75.15:
 - State of Texas sales tax charged by a vendor must be corrected immediately by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. The Tax Exemption Certification form can be found at http://www.fiscal.ttuhs.edu/fsm/forms_home.aspx?category=pcard.
Continuous abuse involving this practice may result in the cancellation of the card.
 - In Chrome River, sales tax should be Itemized to Sales Tax / Personal Expense. You can find this in Chrome River under Miscellaneous > Sales Tax / Personal Expense. Click here to learn how to [Itemize a Transaction](#).
 - **If you are charged sales tax, and the vendor will not refund the taxes, personal reimbursement should be sent to Payment Services, immediately AFTER you have submitted your expense report.**
- **Dining at The Tech Club** - The Tech Club has changed their merchant code to “Drinking places, bars, taverns”. Our state-issued pcards do not allow this merchant code, so the pcard is now declining at every attempt. While we attempt to work through possible solutions, please contact the PCard Office 1 day in advance of your event, so that we can unblock your pcard ahead of time.
- **Declining PCard** – If your pcard declines:
 - Do not attempt to run the pcard more than 2-3 times. Running the pcard multiple times for declines can cause Citibank to place your account into suspension for possible fraud.
 - Contact Pcard at pcard@ttuhsc.edu and provide the following information which will help us look into your decline and resolve the issue in a timely manner:
 - Cardholder’s name
 - Last 4 numbers of the pcard
 - The vendor’s name along with brief description of what is being purchased

Helpful Links

[PCard Purchasing Guidelines](#)

PCard Website: <https://www.fiscal.ttuhs.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