

August 2022 Expense Reports

08/01 – 08/05/2022 = AUG22 WEEK 1: Due 08/19/2022

08/08 – 08/12/2022 = AUG22 WEEK 2: Due **08/26/2022**

08/15 – 08/22/2022 = AUG22 WEEK 3: Due **08/26/2022**

The last day to make purchases with the pcard to ensure FY 2022 funds are used is **Monday, August 22nd**.

Do not wait to reconcile. Expense reports for the month of August should be submitted in a timely manner.

The final deadline for FY 2022 reconciliation is **September 6th by 12 PM.**

21 Sun Do not use the Pcard	22 Mon Last day to Purchase for FY 22 to ensure posting before 09/03	23 Tues Do not use the Pcard	24 Wed Do not use the Pcard	25 Thurs Do not use the Pcard	26 Fri Do not use the Pcard	27 Sat Do not use the Pcard
28 Sun Do not use the Pcard	29 Mon Do not use the Pcard	30 Tues Do not use the Pcard	31 Wed Do not use the Pcard	1 Thurs Do not use the Pcard	2 Fri Do not use the Pcard	3 Sat Do not use the Pcard
4 Sun Do not use the Pcard	5 Mon Labor Day	6 Tues FY 22 TRANSACTIONS MUST BE FULLY APPROVED & RECONCILED BY 12 PM	7 Wed Purchasing for FY 23 begins!	8 Thurs	9 Fri	10 Sat

Helpful Links

Access Chrome River by going to: WebRaider's F&A Work Tools > Purchasing Card

Or visit, <http://chromeriver.texas-tech.edu/>

For system questions, email ChromeRiverHSC@ttuhsc.edu