

August 2021 Expense Reports

This month’s expense reports should have the following start and end posting dates:

08/02 – 08/06/2021 = AUG21 WEEK 1

08/09 – 08/13/2021 = AUG21 WEEK 2

08/16 – 08/20/2021 = AUG21 WEEK 3

08/23 – 08/27/2021 = AUG21 WEEK 4

08/30 – 09/03/2021 = AUG21 WEEK 5

Important Reminders

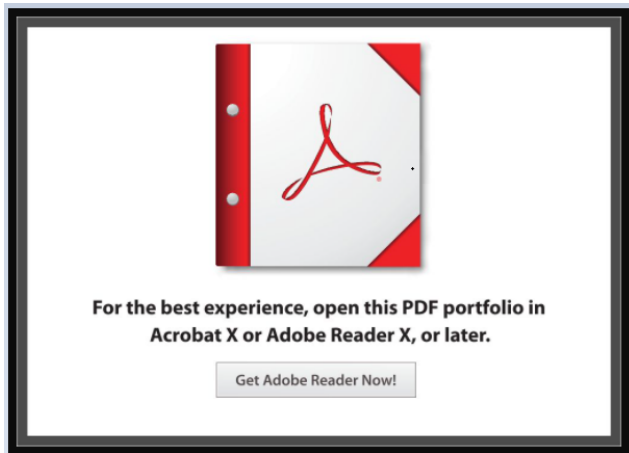
End of Year: August transactions should be reconciled in a timely manner; Reminder notices will be sent out soon.

The deadline for FY 21 reconciliation is September 7th by 12 PM.

The last day to make purchases with the pcard for FY 2021 is Friday, August 20th.

15 Sun	16 Mon	17 Tues	18 Wed	19 Thurs	20 Fri Last day to Purchase for FY 21 to ensure posting on or before 09/03	21 Sat Do not use the Pcard
22 Sun Do not use the Pcard	23 Mon Do not use the Pcard	24 Tues Do not use the Pcard	25 Wed Do not use the Pcard	26 Thurs Do not use the Pcard	27 Fri Do not use the Pcard	28 Sat Do not use the Pcard
29 Sun Do not use the Pcard	30 Mon Do not use the Pcard	31 Tuesday Do not use the Pcard	1 Wed Do not use the Pcard	2 Thurs Purchasing for FY 22 begins!	3 Fri	4 Sat
5 Sun	6 Mon Labor Day	7 Tues Last day for FY 21 MUST BE RECONCILED IN CHROME RIVER BY 12 PM	8 Wed	9 Thurs	10 Friday	

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For system questions, email ChromeRiverHSC@ttuhsc.edu.