

August 2023 Expense Reports

The last day to make purchases with the pcard to ensure FY 2023 funds are used is **Monday, August 21st**.

07/31 – 08/04/2023 = AUG23 WEEK 1: Due 08/18/2023

08/07 – 08/11/2023 = AUG23 WEEK 2: Due 08/25/2023

08/14 – 08/21/2023 = AUG23 WEEK 3: Due **09/01/2023**

The final deadline for FY 23 pcard expenses is **September 5th by 12 PM.**

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

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

Helpful Links

Access Chrome River by going to: WebRaider's F&A Work Tools > Purchasing Card Or visit, <http://chromeriver.texastech.edu/>

For system questions, email ChromeRiverHSC@ttuhsc.edu