

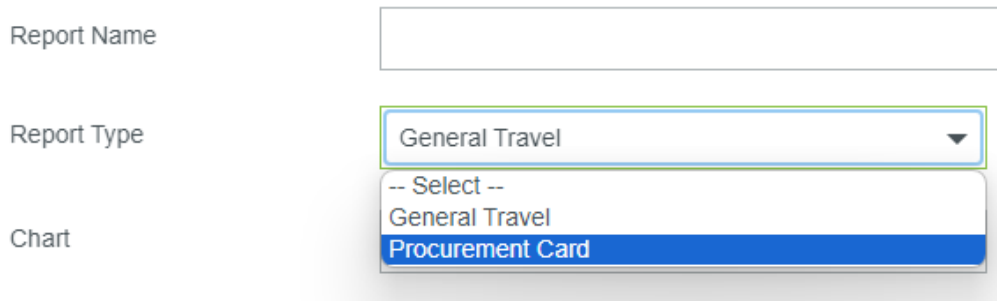
September 2023 Expense Reports

The due date for transactions through 9/1/2023 was September 5th. **All transactions dated prior to 9/1, including Chrome River transactions posted on 9/1, should be submitted, fully approved and reconciled no later than Friday, September 15th to avoid suspension of the PCard.**

- 09/04 – 09/08/ 2023 = SEPT23 WEEK 1: Due 09/22/2023
- 09/11 – 09/15/ 2023 = SEPT23 WEEK 2: Due 09/29/2023
- 09/18 – 09/22/ 2023 = SEPT23 WEEK 3: Due 10/06/2023
- 09/25 – 09/29/ 2023 = SEPT23 WEEK 4: Due 10/13/2023

Important Reminders

- **PCard meets Travel in Chrome River!** When you begin a PCard expense report, you may notice that the header is now showing Travel-related fields. To create your **PCARD** expense report, under Report Type, please Select **Procurement Card** from the drop-down list. After doing so, you should be able to see the PCard fields to begin your expense report. For Chrome River system questions, please email ChromeRiverHSC@ttuhsc.edu.



The screenshot shows a form with three fields: 'Report Name', 'Report Type', and 'Chart'. The 'Report Type' dropdown menu is open, showing options: 'General Travel', '-- Select --', 'General Travel', and 'Procurement Card'. The 'Procurement Card' option is highlighted in blue.

- **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.ttuhsc.edu/fsm/forms_home.aspx?category=pcard. **Continuous abuse involving this practice may result in the cancellation of the card.**
 - **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.**

Helpful Links

[PCard Purchasing Guidelines](#)

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