

September 2021 Expense Reports

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

09/06 – 09/10/2021 = SEPT21 WEEK 1

09/13 – 09/17/2021 = SEPT21 WEEK 2

09/20 – 09/24/2021 = SEPT21 WEEK 3

09/27 – 10/01/2021 = SEPT21 WEEK 4

Important Reminders

- **FY 21 is no longer an open accounting period in Banner** – This means all expense reports are now in FY 22. This includes past due transactions that occurred in FY 21. If you have any questions, please contact the PCard Office.
- **Expense Reports** – Expense reports should be submitted and fully approved and reconciled on a weekly basis. Reminders will be emailed to cardholders. Failure to submit in a timely manner can ultimately lead up to suspension of the pcard, pending full reconciliation of transactions.
- **Sales Tax**: Transactions that include prohibited sales tax charges must be itemized between the appropriate expense tile and the sales tax tile to ensure proper reconciliation. Failure to itemize an expense that includes a prohibited sales tax charge will result in the Expense Report being recalled to the cardholder's dashboard as a draft for correction.

Helpful Links

Access Chrome River by going to: [WebRaider's F&A Work Tools > Purchasing Card](#)

Or visit, <http://chromeriver.texastech.edu/>

For Chrome River training documentation, please

visit: <http://www.fiscal.ttuhs.edu/paymentservices/pcard/>

For system questions, email ChromeRiverHSC@ttuhsc.edu.