

October 2023 Expense Reports

- 10/02 – 10/06/2023 = OCT23 WEEK 1: Due 10/20/2023
- 10/09 – 10/13/2023 = OCT23 WEEK 2: Due 10/27/2023
- 10/16 – 10/20/2023 = OCT23 WEEK 3: Due 11/03/2023
- 10/23 – 10/27/2023 = OCT23 WEEK 4: Due 11/10/2023

Important Reminders

- **Vacation Delegate** – The option to select a delegate in your absence must be reviewed by Chrome River Admin before utilizing this feature. The improper use of this is audited, and Vacation Delegates will be removed by Chrome River Admin.
- **Food Preparation** – Items such as ground beef, hot dogs, or any food that requires preparation to be served at a team building event, picnic, or TTUHSC function, must be approved by Purchasing and Safety Services. Please email purchasing@ttuhsc.edu for a deviation approval to use the PCard **PRIOR** to making the purchase and they will route it appropriately to Safety Services.
- **Flowers** – Per HSC OP 72.15: Flower purchases are permitted using local funds for official TTUHSC functions or for employees and their immediate family members in the cases of illness or death. Documentation of the recipient and their relationship to the employee is required. **The only allowed substitution** (processed in TechBuy using the TTUHSC Direct Pay Form) is a donation to a charitable organization (OP 72.03 (pg. 5, 2d))

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