

November 2022 Expense Reports

- 10/31 – 11/04/2022 = NOV22 WEEK 1: Due 11/18/2022
- 11/07 – 11/11/2022 = NOV22 WEEK 2: Due 11/25/2022
- 11/14 – 11/18/2022 = NOV22 WEEK 3: Due 12/02/2022
- 11/21 – 11/25/2022 = NOV22 WEEK 4: Due 12/09/2022

Important Reminders

- **HOLIDAYS & PAST DUE EXPENSE REPORTS** – **Deadline for 11/25/2022 is a holiday. If you haven't already submitted, please submit your expenses as soon as possible.** Expenses should be submitted weekly, as outlined above. If you are not able to meet a deadline, please email pcard@ttuhsc.edu. Accounts that are past due are subject to suspension until the account is fully reconciled and in good standing. Accounts that are suspended 3 times within a fiscal year, will be placed on a probationary period. Excessive late reports and suspensions can lead to the permanent closure of the pcard account.
- **DEVIATIONS** – Deviation approvals should be sent directly to purchasing@ttuhsc.edu and Cc: pcard@ttuhsc.edu. A deviation should be requested before a purchase is made. If you are unsure if you need a deviation, please review [PCard Purchasing Guidelines](#) or contact Purchasing/PCard. Warnings in Chrome River are reminders to upload a deviation approval. If you do not have a deviation, please leave a comment as to why one was not requested before making the purchase. **Please do not email Purchasing after you have submitted an expense report, as deviations cannot be approved after the purchase has been made.**
- **State Vendor Hold Search Requirement** – Before using the PCard for purchases greater than \$500, Texas Government Code Section 2252.903 requires that the cardholder verify if the potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status at <https://fmcpa.cpa.state.tx.us/tpis/>. A screenshot of the vendor hold search result must be attached to the expense report as verification the vendor was not on hold status at the time of purchase.

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