December 2022 Expense Reports

- 11/28 – 12/02/2022 = DEC22 WEEK 1: Due 12/16/2022
- 12/05 – 12/09/2022 = DEC22 WEEK 2: Due 12/23/2022
- 12/12 – 12/16/2022 = DEC22 WEEK 3: Due 12/30/2022
- 12/19 – 12/23/2022 = DEC22 WEEK 4: Due 01/06/2023
- 12/26 – 12/30/2022 = DEC22 WEEK 5: Due 01/13/2023

Important Reminders

- **HOLIDAY EVENTS & GIFTS** –
  - HSC OP 72.16 - Each department is allowed one annual event, usually at Thanksgiving or Christmas. The expenditure for the food is limited to a total cost not to exceed $25 per employee. A department may choose to provide employees with hams or turkeys in lieu of a meal. The maximum cost for hams/turkeys is $25 each.
  - HSC OP 72.03 - Purchase of awards, prizes and gifts using a departmental purchasing card are PROHIBITED. Immediate reimbursement will be required if a departmental purchasing card is used for this type of transaction.

- **State Vendor Hold Search Requirement** – PRIOR TO 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/](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.

- **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.

Helpful Links

PCard Purchasing Guidelines

PCard Website: [https://www.fiscal.ttuhsc.edu/paymentservices/pcard/](https://www.fiscal.ttuhsc.edu/paymentservices/pcard/)

Chrome River SSO Link: [http://chromeriver.texastech.edu/](http://chromeriver.texastech.edu/)

For account questions, email PCard@ttuhsc.edu

For system questions, email ChromeRiverHSC@ttuhsc.edu