

December 2023 Expense Reports

- 11/27 – 12/01/2023 = DEC23 WEEK 1: Due 12/15/2023
- 12/04 – 12/08/2023 = DEC23 WEEK 2: Due 12/22/2023
- 12/11 – 12/15/2023 = DEC23 WEEK 3: Due 12/29/2023
- 12/18 – 12/22/2023 = DEC23 WEEK 4: Due 01/04/2024
- 12/15 – 12/29/2023 = DEC23 WEEK 5: Due 01/12/2024

Important Reminders

- **PCard Limit Monthly Reset** – Your Citibank PCard statement typically ends the 3rd of every month, which means your monthly limit resets on the 4th. If the 3rd falls on a weekend or holiday, the statement ends the previous business day. *For example, December 3rd fell on a Sunday. The statement ended 12/1 and your limit reset on 12/2.*
- **Requesting a Temporary Increase** – Please note, submission of an expense report does not increase your pcard limit. If you find that you need additional funds after your monthly limit has reset, please email PCard and copy your fund manager. If you are the fund manager, please copy your supervisor. Your emailed request should include the approximate amount needed for the remainder of the cycle, along with a brief description of what the funds will be used for.
- **Deviation Requests** – All deviation requests should be emailed directly to purchasing@ttuhsc.edu and Cc: pcard@ttuhsc.edu with the following information:
 - Verify the item(s) are not available to purchase through the punch-out.
 - Provide the vendor's name, item(s) description, and amount along with a link to the website if one is available.
 - Provide a business purpose and type of funds to be used.

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