

January 2023 Expense Reports

- 01/05 – 01/09/2024 = JAN24 WEEK 1: Due 01/19/2024
- 01/08 – 01/12/2024 = JAN24 WEEK 2: Due 01/26/2024
- 01/15 – 01/19/2024 = JAN24 WEEK 3: Due 02/02/2024
- 01/22 – 01/26/2024 = JAN24 WEEK 4: Due 02/09/2024
- 01/29 – 02/02/2024 = JAN24 WEEK 5: Due 02/16/2024

Important Reminders

- **Sales Tax Reimbursement** – If you are reimbursing sales tax personally, payment must be sent immediately AFTER your expense report has been submitted. When the expense report is generated, a DOC ID is created, and this is necessary for PCard Admin to process your cash/check.
 - Per HSC OP 72.15: State of Texas sales tax charged by a vendor must be corrected immediately by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. Continuous abuse involving this practice may result in the cancellation of the card.
- **Amazon Business** – All Amazon purchases must be made through the official TTUHSC Amazon Business account. Accounts are set up with an employee's email address and not to be used for Departmental access. **User ID and passwords should not be shared between employees or within a department.**
 - Amazon Business is for official TTUHSC business only.
 - Personal credit/debit cards should not be link to Amazon Business.
 - Ship-to addresses must belong to a TTUHSC campus.
 - **All Purchasing and PCard policies apply.** *** If you are purchasing items that would ordinarily require a deviation approval (such as office supplies, medical and pharmaceutical supplies, etc.) a deviation is still required when purchasing via Amazon Business.*
- **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