

February 2023 Expense Reports

- 01/30 – 02/03/2023 = FEB23 WEEK 1: Due 02/17/2023
- 02/06 – 02/10/2023 = FEB23 WEEK 2: Due 02/24/2023
- 02/13 – 02/17/2023 = FEB23 WEEK 3: Due 03/03/2023
- 02/20 – 02/24/2023 = FEB23 WEEK 4: Due 03/10/2023

Important Reminders

- **Deviations and Pcard Declines** - Please be aware, if you receive a deviation approval from Purchasing, the approval does not necessarily mean the pcard will process successfully.

For example, Amazon digital goods and books have a merchant code that is blocked on our pcards. Once Purchasing reviews/approves your deviation request to download an eBook, please attempt to run the pcard and if it declines email pcard@ttuhsc.edu and we will be happy to assist.

- **Discounts and Sales Tax** – Discounts cannot be accepted in lieu of sales tax exemption. When this happens, sales tax is still reported to the state, which is prohibited for all State of Texas transactions on the pcard. If you have issues with a vendor honoring our sales tax exemption, please contact the pcard office.
- **Reminder: When to use the pcard** – The pcard should only be used at the times services or goods are rendered. **HSC OP 72.15:**

The purchasing card should be identified as the method of payment at the time the order is placed with the vendor. Verify that the vendor processed the transactions within 2-4 days of placing the order. Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority.

This includes invoices not processed properly by the vendor and all that are past due. These invoices must be processed through TechBuy as a noncompliant order.

Please email pcard@ttuhsc.edu with any questions!

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