February 2025 Expense Reports

- 02/03 – 02/07/2025 = FEB25 WEEK 1: Due 02/21/2025
- 02/10 – 02/14/2025 = FEB25 WEEK 2: Due 02/28/2025
- 02/17 – 02/21/2025 = FEB25 WEEK 3: Due 03/07/2025
- 02/24 – 02/28/2025 = FEB25 WEEK 4: Due 03/14/2025

Important Reminders –

Vendor Hold Search (VHS) – **From September 1st to date, there have been 235 violations for No Vendor Hold Search, or noncompliant VHS.** A noncompliant VHS occurs when the VHS is done more than 7 days before the payment is made, or, when the VHS is done after payment is made. Excessive violations on a cardholder's account will result in suspension of the PCard, leading up to a probationary period and/or the closure of the account.

Per State of Texas Comptroller, a Vendor Hold Search is required for all transactions over $500.00. Please be aware, this is a state auditing finding that several institutions have been written up for. The VHS should be done the day the transaction takes place, and not more than 7 days prior to making the purchase. A screenshot must be submitted with the search results with the date stamp. ***If the vendor shows to be on hold, do not proceed with the purchase.*** TTUHSC is unable to do business with the vendor until the hold is released by the State.

Sales Tax – State of Texas sales tax is prohibited on the PCard. The only exception is for dine-in meals. Taxes for meals that are delivery, carry out, catering, etc. are prohibited and require a credit from the vendor. If the vendor cannot refund taxes, personal reimbursement will need to be made to PCard. ***** If the receipt indicates pickup or delivery, PCard must adhere to what is stated on the receipt.***

Delivery Services – EZ Cater, Door Dash, UberEats, and similar vendors are not allowable on the PCard. Vendors of this nature have terms and conditions that Purchasing cannot agree to.

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