March - May 2025 Expense Reports

- 03/03 – 03/07/2025 = MAR25 WEEK 1: Due 03/21/2025
- 03/10 – 03/14/2025 = MAR25 WEEK 2: Due 03/28/2025
- 03/17 – 03/21/2025 = MAR25 WEEK 3: Due 04/04/2025
- 03/24 – 03/28/2025 = MAR25 WEEK 4: Due 04/11/2025

- 03/31 – 04/04/2025 = APR25 WEEK 1: Due 04/18/2025
- 04/07 – 04/11/2025 = APR25 WEEK 2: Due 04/25/2025
- 04/14 – 04/18/2025 = APR25 WEEK 3: Due 05/02/2025
- 04/21 – 04/25/2025 = APR25 WEEK 4: Due 05/09/2025

- 04/28 – 05/02/2025 = MAY25 WEEK 1: Due 05/16/2025
- 05/05 – 05/09/2025 = MAY25 WEEK 2: Due 05/23/2025
- 05/12 – 05/16/2025 = MAY25 WEEK 3: Due 05/30/2025
- 05/19 – 05/23/2025 = MAY25 WEEK 4: Due 06/06/2025
- 05/26 – 05/30/2025 = MAY25 WEEK 5: Due 06/13/2025

Important Reminders –

Expense Report Submission – Expense should reports should be submitted weekly if there are posted transactions on your account in Emburse Enterprise (Chrome River). Delegates should be given receipts and all required documentation timely, so that they can process your expense reports by the due date. Failure to submit reports timely will result in suspension of the PCard until transactions are approved and fully reconciled**. If the PCard is suspended and another due date has passed, those transactions will also need to be reconciled before the PCard can be reinstated.** The PCard account must be current and in good standing in order to lift the suspension.

Use of State Funds - Please note that PCard transactions **must be compliant with State requirements and institutional operating policies in order to use State funds for payment**. Any PCard purchase that is allocated to a State fund but reflects a violation finding will be returned for a local FOP. *Example: no deviation approval for office supplies on state funds will be returned for a local FOP.*

Vendor Hold Search (VHS) – From September 1st to date, there have been 315 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.

Helpful Links

PCard Purchasing Guidelines

PCard Website: https://www.fiscal.ttuhsc.edu/paymentservices/pcard/
Chrome River SSO Link: http://chromeriver.texastech.edu/