

April 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 04/04 – 04/08/2022 = APR22 WEEK 1: Due 04/22/2022
- 04/11 – 04/15/2022 = APR22 WEEK 2: Due 04/29/2022
- 04/18 – 04/22/2022 = APR22 WEEK 3: Due 05/06/2022
- 04/25 – 04/29/2022 = APR22 WEEK 4: Due 05/13/2022

Important Reminders

- **Temporary Increase Requests** – To request a temporary credit limit increase, email PCard@ttuhsc.edu and CC your fund manager. If you are the fund manager, copy your direct supervisor on the email request. Your request should include the approximate amount needed for the remainder of the cycle, as well as a brief description of what the funds will be used for.
- **Travel Expenses** – Travel related purchases are prohibited on the PCard. This includes, but is not limited to, airline tickets, hotel and car rental reservations, restaurant services within a hotel complex, internet, etc. (HSC OP 72.15)
- **State Vendor Hold Search Requirement** – Before using the PCard for purchases greater than \$500, Texas Government Code Section 2252.903 requires that the cardholder verify if the potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status at <https://fmcpa.cpa.state.tx.us/tpis/>. A screenshot of the vendor hold search result must be attached to the expense report as verification the vendor was not on hold status at the time of purchase.
- **Non-Compliant Purchases** – PCard transactions that are not in compliance with State and institutional guidelines and processes will be notated as a violation finding on the account and cannot be allocated to State or Restricted funding sources.

Helpful Links

[March 2022 PCard Update](#)

[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