

May 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 05/02 – 05/06/2022 = MAY22 WEEK 1: Due 05/20/2022
- 05/09 – 05/13/2022 = MAY22 WEEK 2: Due 05/27/2022
- 05/16 – 05/20/2022 = MAY22 WEEK 3: Due 06/03/2022
- 05/23 – 05/27/2022 = MAY22 WEEK 4: Due 06/10/2022
- 05/30 – 06/03/2022 = MAY22 WEEK 5: Due 06/17/2022

Important Reminders

- **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.
- **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.
- **IT / Purchasing Deviations** – IT related items that require IT GRC (Governance, Risk & Compliance) approval, can take up to 4 – 6 weeks for review. Please submit your requests to Purchasing in a timely manner to avoid delays.
- **Wondering why your expense report was returned? We're here to help!**
We understand this can be frustrating. Rather than resubmitting without changes, or deleting the report and starting over – please email ChromeRiverHSC@ttuhsc.edu with your cardholder's information and the PCard Team will be happy to assist!

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