June - August 2025 Expense Reports

- 06/02 – 06/06/2025 = JUN25 WEEK 1: Due 06/20/2025
- 06/09 – 06/13/2025 = JUN25 WEEK 2: Due 06/27/2025
- 06/16 – 06/20/2025 = JUN25 WEEK 3: Due 07/03/2025
- 06/23 – 06/27/2025 = JUN25 WEEK 4: Due 07/11/2025

- 06/30 – 07/04/2025 = JUL25 WEEK 1: Due 07/18/2025
- 07/07 – 07/11/2025 = JUL25 WEEK 2: Due 07/25/2025
- 07/14 – 07/18/2025 = JUK25 WEEK 3: Due 08/01/2025
- 07/21 – 07/25/2025 = JUL25 WEEK 4: Due 08/09/2025
- 07/28 – 08/01/2025 = JUL25 WEEK 5: Due 08/15/2025

- 08/04 – 08/08/2025 = AUG25 WEEK 1: Due 08/22/2025
- 08/11 – 08/15/2025 = AUG25 WEEK 2: Due 08/29/2025
- 08/18 – 08/25/2025 = AUG25 WEEK 3: Due 08/29/2025

Important Reminders –

End of FY 2025 – August 25th is the last day to use your PCard for FY 25 purchases. Please visit the Business Affairs FSM Calendar for important EOY updates. **More details to come as the end of the fiscal year approaches!**

Deviations – The following items are allowable on the PCard, and do not require deviation approvals:

- **Notary** - All New and Renewing Non-Bonded Notary Stamp applications must be submitted online at the following site- **Texas Secretary of State-Notary Public.**

- **Food & Entertainment** – If spending over $500.00 please complete the Pre-Approval Form and Vendor Hold Search prior to processing payment.

- **Registration** – Registration is allowable, however if travel accommodations are included, please contact Purchasing@ttuhsc.edu for best payment method options.

- **Professional Membership** – Please verify that your Society is listed on the Approved Membership List. If your Society is not listed, please contact the Office of the Executive VP for Finance & Operations at 806-743-3080 or email Angela Brown prior to processing payment.

Helpful Links

PCard Purchasing Guidelines

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