

June 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 06/06 – 06/10/2022 = JUN22 WEEK 1: Due 06/24/2022
- 06/13 – 06/17/2022 = JUN22 WEEK 2: Due 07/01/2022
- 06/20 – 06/24/2022 = JUN22 WEEK 3: Due 07/08/2022
- 06/27 – 07/01/2022 = JUN22 WEEK 4: Due 07/15/2022

Important Reminders

- **FRAUD** – There has been a rise of fraudulent activity on pcards over the current billing cycle. Please monitor your accounts closely in Chrome River, and contact Citibank and the pcard office immediately if,
 - you see a transaction that was not authorized
 - Citibank contacts you to verify transactions
 - you receive 2 or more declines when trying to process payment
- **** Reset your PIN by calling 877-905-1855.** This can help prevent scammers from hacking into your account.
- **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.
- **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