

July 2022 Expense Reports

Report Dates and Reconciliation Deadlines

- 07/04 – 07/08/2022 = JUL22 WEEK 1: Due 07/22/2022
- 07/11 – 07/15/2022 = JUL22 WEEK 2: Due 07/29/2022
- 07/18 – 07/22/2022 = JUL22 WEEK 3: Due 08/05/2022
- 07/25 – 07/29/2022 = JUL22 WEEK 4: Due 08/12/2022

Important Reminders

- **END OF FISCAL YEAR** – The last day to make a purchase on the pcard for FY 22 is August 22nd. More information to come. You can also find additional information by visiting FSM's calendar: <http://www.fiscal.ttuhsc.edu/fsm/calendar.aspx>
- **FRAUD** – We are still experiencing a slight increase of fraud cases in 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.

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