JULY 2024 Expense Reports

- 07/01 – 07/05/2024 = JUL24 WEEK 1: Due 07/19/2024
- 07/08 – 07/12/2024 = JUL24 WEEK 2: Due 07/26/2024
- 07/15 – 07/19/2024 = JUL24 WEEK 3: Due 08/02/2024
- 07/22 – 07/26/2024 = JUL24 WEEK 4: Due 08/09/2024
- 07/29 – 08/02/2024 =JUL24 WEEK 5: Due 08/16/2024

Important Reminders

- **PAST DUE TRANSACTIONS** – As we approach the end of FY 2024, please be sure to check your Chrome River dashboards for any outstanding transactions in your eWallet, or in your Returned folder. Reminders with final due dates for past due expense reports will be emailed to cardholders soon. **Please submit past due expense reports as soon as possible to avoid suspension of the PCard.**
  - **Sales Tax / Personal Expense** – If you owe sales tax, please make sure your vendor refunds the tax timely. Or, if sending in personal reimbursement, please submit a check or money order made payable to TTUHSC and send to Payment Services, MS 6283 along with the transaction info and your Chrome River Report ID number. **Sales tax must be reconciled by end of the fiscal year**.

- **END OF FY REMINDERS** –
  - 8/21/2024 - Purchases for FY 24 should be completed.
  - **8/22/2024 – 9/03/2024 – Do not use the PCard to ensure your transactions post in FY24.**
  - 9/03/2024 – Statement close date. PCard expense reports should be submitted in Chrome River throughout August to ensure posting by statement close date.
  - 9/03/2024 – Charges and transactions on or after 9/3/2024 will be applied to FY25 funds.

- **PCard Training** – Below are the links to the Payment Services meeting that occurred on 7/17/2024. If you have any questions in regards to the PCard items, please email pcard@ttuhsc.edu.
  - **Payment Services Training 7/17/2024**
  - **Payment Services Training Video 7/17/2024** Passcode: !PV7.j.g

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