August 2025 Expense Reports

- 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.

  - **8/25/2025 – PCard purchases with FY 25 funds should be completed.**
  - **8/25 – 9/03/2025 – "Blocked out dates" Do not use the PCard during this time to ensure your transactions post in FY 25.**
  - **9/03/2025 – Statement close date. PCard expense reports should be submitted in Chrome River throughout August to ensure posting by statement close date.**
  - **9/04/2025 – Your PCard monthly limit is reset, and FY 26 purchasing begins!**

- **Expense Reports and Deadlines** – Please submit expense reports on time. Failure to do so will result in suspension of the PCard. If the PCard is suspended, the account must be fully reconciled, current, and in good standing in order to reinstate the PCard.

  - If you have submitted a report and receive an email from PCard in regards to a past due report, please utilize the **Tracking** feature within Emburse Enterprise.
    - *From your dashboard, select View All Submitted, select a report, then click Tracking. Select the line item(s) and from here you can view where your report has been routed to, along with a time/date stamp.*

- **Use of State Funds** - Please note that PCard transactions **must be compliant with State requirements and institutional operating policies in order to use State funds for payment**. Any PCard purchase that is allocated to a State fund but reflects a violation finding will be returned for a local FOP. *Example: no deviation approval for office supplies on state funds will be returned for a local FOP.*

- **Vendor Hold Search (VHS)** – From September 1st to date, there have been 615 violations for No Vendor Hold Search, or noncompliant VHS. This is a finding which we are aware that the State of Texas Audit is actively reviewing for compliance. The VHS should be done the day the transaction takes place, and not more than 7 days prior to the purchase. A VHS after the purchase occurs is noncompliant.

Helpful Links

PCard Purchasing Guidelines

PCard Website: https://www.fiscal.ttuhsc.edu/paymentservices/pcard/