*** Effective 8/15/2024 the State of Texas Comptroller's site for Vendor Hold Search has been decommissioned. Please visit the following site to complete a vendor hold search for all transactions over $500.00: Vendor Hold Search

August 2024 Expense Reports

- 08/05 – 08/09/2024 = AUG24 WEEK 1: Due 08/23/2024
- 08/12 – 08/16/2024 = AUG24 WEEK 2: Due 08/30/2024
- 08/19 – 08/21/2024 = AUG24 WEEK 3: Due 08/30/2024
- Any transactions after 8/21 are also due 8/30/2024.

Important Reminders

- **END OF FY REMINDERS** –
  - **8/21/2024 - Purchases for FY 24 should be completed**.
  - **8/22/2024 – 9/03/2024 – "Blocked out dates" Do not use the PCard during this time 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**.
  - **9/04/2024 – Your PCard monthly limit is reset, and FY 25 Purchasing begins!**

- **Expense Reports and Deadlines** – Please be sure to submit your expense reports on time. Failure to do so will result in suspension of the PCard. As the fiscal year comes to an end, the PCard Office is working diligently to ensure that all accounts are reconciled prior to September 1st.
  - 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 Chrome River.
    - *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.*
  - If you owe sales tax or personal reimbursement, please send a check or money order as soon as possible. This is part of the reconciliation process and must be submitted timely.
  - If your PCard is suspended, the account must be fully reconciled, up to date, and in good standing in order to reinstate the PCard.

- **Expense Report Returns** – If you have line items that are returned, PLEASE DO NOT DELETE THE LINE ITEM(S) and begin a new report. This creates more work for you, and the PCard team. Deleting a report or line items can cause issues the during the Chrome River reconciliation process. If you have any questions about the Return, please contact the PCard Reviewer. If you experience system issues with your Return and need assistance, please email ChromeRiverHSC@ttuhsc.edu.

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