September 2023 Expense Reports

The due date for transactions though 9/1/2023 was September 5th. **All transactions dated prior to 9/1, including Chrome River transactions posted on 9/1, should be submitted, fully approved and reconciled no later than Friday, September 15th to avoid suspension of the PCard.**

- 09/04 – 09/08/ 2023 = SEPT23 WEEK 1: Due 09/22/2023
- 09/11 – 09/15/ 2023 = SEPT23 WEEK 2: Due 09/29/2023
- 09/18 – 09/22/ 2023 = SEPT23 WEEK 3: Due 10/06/2023
- 09/25 – 09/29/ 2023 = SEPT23 WEEK 4: Due 10/13/2023

**Important Reminders**

- **PCard meets Travel in Chrome River!** When you begin a PCard expense report, you may notice that the header is now showing Travel-related fields. To create your **PCARD** expense report, under Report Type, please select **Procurement Card** from the drop-down list. After doing so, you should be able to see the PCard fields to begin your expense report. For Chrome River system questions, please email ChromeRiverHSC@ttuhsc.edu.

- **Sales Tax** – TTUHSC is a state entity, and therefore exempt from the State of Texas sales tax. Per HSC OP 75.15:
  - State of Texas sales tax charged by a vendor must be corrected immediately by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. The Tax Exemption Certification form can be found at [http://www.fiscal.ttuhsce.edu/fsm/forms_home.aspx?category=pcard](http://www.fiscal.ttuhsce.edu/fsm/forms_home.aspx?category=pcard). Continuous abuse involving this practice may result in the cancellation of the card.
  - If you are charged sales tax, and the vendor will not refund the taxes, personal reimbursement should be sent to Payment Services, immediately **AFTER** you have submitted your expense report.

**Helpful Links**

- **PCard Purchasing Guidelines**
- PCard Website: [https://www.fiscal.ttuhsce.edu/paymentservices/pcard/](https://www.fiscal.ttuhsce.edu/paymentservices/pcard/)
- Chrome River SSO Link: [http://chromeriver.texastech.edu/](http://chromeriver.texastech.edu/)
- For account questions, email PCard@ttuhsc.edu
- For system questions, email ChromeRiverHSC@ttuhsc.edu