

September 2022 Expense Reports

Report Dates and Reconciliation Deadlines

IF YOU HAVE TRANSCATIONS DURING THE 'BLOCKED OUT' DATES 8/23 – 9/6/2022 THAT HAVE NOT BEEN SUBMITTED YET, PLEASE SUBMIT THOSE WITH WEEK 1.

- 09/05 – 09/09/2022 = SEP22 WEEK 1: Due 09/23/2022
- 09/12 – 09/16/2022 = SEP22 WEEK 2: Due 09/30/2022
- 09/19 – 09/23/2022 = SEP22 WEEK 3: Due 10/07/2022
- 09/26 – 09/30/2022 = SEP22 WEEK 4: Due 10/14/2022

Important Reminders

- **DEVIATIONS** – Deviation approvals should be requested before a purchase is made. Warnings in Chrome River are reminders to upload a deviation approval. If you don't have a deviation, please leave a comment as to why one was not requested before making the purchase. **Please do not email Purchasing after you have submitted an expense report, as deviations cannot be approved after the purchase has been made.**
- **PAST DUE EXPENSE REPORTS** – Expenses should be submitted weekly, as outlined above. If you are not able to meet a deadline, please email pcard@ttuhsc.edu. Accounts that are past due are subject to suspension until the account is fully reconciled and in good standing. Accounts that are suspended 3 times within a fiscal year, will be placed on a probationary period. Excessive late reports and suspensions can lead to the permanent closure of the pcard 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