September 2024 Expense Reports

- **Transactions that occurred during the "blocked out" dates 08/22 – 09/03/2024 are due immediately.**
- 09/04 – 09/06/2024 = SEPT24 WEEK 1: Due 09/20/2024
- 09/09 – 09/13/2024 = SEPT24 WEEK 2: Due 09/27/2024
- 09/16 – 09/20/2024 = SEPT24 WEEK 3: Due 10/04/2024
- 09/23 – 09/27/2024 = SEPT24 WEEK 4: Due 10/11/2024

Important Reminders

- **The final due date for FY 24 transactions was August 30th**. *If you have not yet submitted, these expenses will now post to your FY 25 funds.* **The expense report(s) must be submitted, fully approved and reconciled as soon as possible to avoid suspension of the PCard.** If your PCard is suspended, the account must be current, and in good standing in order to reactivate the PCard. All issues must be resolved, including sales tax reimbursements.

- **Deviations** - Deviation requests should be emailed to Purchasing@ttuhsc.edu and should include the vendor name, a weblink to the item(s), total amount of purchase, type of funds to be used and an appropriate business purpose.

  - **Vehicle maintenance** – Use of the Voyager card is required. When the Voyager card is not accepted, there must be a deviation approval prior to making the purchase with a PCard.
    - **Car washes** – If you do not have a deviation currently in place, please be sure to obtain one for FY 2025 to cover your fleet vehicle washes for the new fiscal year.
    - **Body work, repairs, towing, tire replacement, etc.** – These are all professional services that are prohibited on the PCard, and a deviation must be approved prior to committing to the use of institutional funds with your PCard. *If there is an emergency, please have the employee or employee's supervisor contact PCard or Purchasing immediately.*

  - **IT related purchases, including software** – All IT related purchases require an approval from both IT and Purchasing. Please email Purchasing@ttuhsc.edu to ensure your request is routed and approved appropriately. **Please do not email IT directly;** their approval is only for the items to be purchased. Once IT approves, Purchasing will then review for a deviation for the PCard to be used. **PLEASE NOTE:** PRIOR YEAR APPROVALS DO NOT CARRY OVER TO THE NEW FISCAL YEAR. All new and existing software, including renewals, require IT review.

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