

## **October 2021 Expense Reports**

Dates for October expense reports, as well as deadlines for submission, are as follows:

10/04 – 10/08/2021 = OCT21 WEEK 1 = Due for reconciliation by 10/22/2021

10/11 – 10/15/2021 = OCT21 WEEK 2 = Due for reconciliation by 10/29/2021

10/18 – 10/22/2021 = OCT21 WEEK 3 = Due for reconciliation by 11/05/2021

10/25 – 10/29/2021 = OCT21 WEEK 4 = Due for reconciliation by 11/12/2021

## **Important Reminders**

- **Expense Reports** – Cardholders and their delegates have been instructed to submit and fully approve PCard expense reports on a weekly basis. This ensures that PCard spend is reflected on ledgers in a timely manner and also supports efficient correction of any spend that is not in compliance.
  - Reminders will be emailed to cardholders.
  - Failure to submit in a timely manner can ultimately lead up to suspension of the pcard.
  - If the pcard is suspended, the account will have to be current and in good standing to reactivate the pcard.
- **Gifts/Parties** - Departmental parties and gifts for special events such as Administrative Assistant’s Day and Nurse’s Appreciation Day, as well as costs associated with birthday and other individual parties, are considered personal expenses. These expenses cannot be charged against institutional funds and are prohibited on the pcard. Immediate reimbursement will be required. (Ref. HSC OP 72.15, 72.16, 72.03)
- **Sales Tax**: Transactions that include prohibited sales tax charges must be **itemized** between the appropriate expense tile and the sales tax tile to ensure proper reconciliation. Failure to itemize an expense that includes a prohibited sales tax charge will result in the Expense Report being recalled to the cardholder’s dashboard as a draft for correction.

## **Helpful Links**

For Chrome River training documentation, please visit: <http://www.fiscal.ttuhs.edu/paymentservices/pcard/>

For system questions, email [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).

Access Chrome River by going to: [WebRaider’s F&A Work Tools > Purchasing Card](#)

Or visit, <http://chromeriver.texastech.edu/>