October 2024 Expense Reports

- **The final due date for SEPT WEEK 1 – SEPT WEEK 4 expense reports is 10/25/2024.**
- 09/30 – 10/04/2024 = OCT24 WEEK 1: Due 11/01/2024
- 10/07 – 10/11/2024 = OCT24 WEEK 2: Due 11/01/2024
- 10/14 – 10/18/2024 = OCT24 WEEK 3: Due 11/08/2024
- 10/21 – 10/25/2024 = OCT24 WEEK 4: Due 11/08/2024
- 10/28 – 11/01/2024 = OCT24 WEEK 5: Due 11/15/2024

Important Reminders / Updates

- **For the time period of the system-wide outage –**
  - Vendor Hold Search – If you were unable to obtain a Vendor Hold Search for transactions over $500.00, please provide a comment on each line item that states, "**Vendor Hold Search could not be obtained due to TTUHSC systems outage. I am aware that a Vendor Hold Search is required for purchases over $500.00**".
  - Deviations – If you were unable to obtain a deviation from Purchasing for items that require prior approval, (office supplies, medical supplies, IT related purchases, etc.) **please provide a comment for each transaction, stating that you were unable to contact Purchasing due to TTUHSC systems outage. Also include why the purchase was necessary, and how it benefits TTUHSC**.

  Comments must be provided in case of an audit. Providing this information for Vendor Hold Searches and deviations will help greatly during the PCard Review process and will minimize the number of returned reports and violations.

- **Expiring PCards** – PCards expire on the last day of the month. If your PCard has an expiration date of 11/2024, this means that your PCard will expire 11/30/2024. Replacement PCards are sent directly to the PCard Office. Upon receiving, PCard Admin will notify the cardholder that a new replacement card has arrived, and will ask to verify your address and/or MS # before it is mailed out to you.

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