Nov / Dec 2024 Expense Reports

- 11/04 – 11/08/2024 = NOV24 WEEK 1: Due 11/22/2024
- 11/11 – 11/15/2024 = NOV24 WEEK 2: Due 11/29/2024
- 11/18 – 11/22/2024 = NOV24 WEEK 3: Due 12/06/2024
- 11/25 – 11/29/2024 = NOV24 WEEK 4: Due 12/13/2024

- 12/02 – 12/06/2024 = DEC24 WEEK 1: Due 12/20/2024
- 12/09 – 12/13/2024 = DEC24 WEEK 2: Due 12/27/2024
- 12/16 – 12/20/2024 = DEC24 WEEK 3: Due 01/03/2025
- 12/23 – 12/27/2024 = DEC24 WEEK 4: Due 01/10/2025

- *12/30/2024– 01/03/2025 = JAN24 WEEK 1: Due 01/17/2025*

PLEASE SUBMIT PAST DUE REPORTS AS SOON AS POSSIBLE TO AVOID SUSPENSION OF THE PCARD

Important Reminders

- **The IT Systems Outage** began 9/30 and ended 10/18. Purchases that do not have a deviation approval where it is warranted, and/or transactions without a Vendor Hold Search for purchases over $500.00 before or after this time period, will be noted on the cardholder's account for non-compliance. *Ex: A comment on a report "no deviation due to system outage" for a transaction that occurred on 10/20/2024, is non-compliant.*

- **Holiday Events** – Each department is allowed one annual event, usually at Thanksgiving or Christmas. The expenditure for the food is limited to a total cost not to exceed $35, not including tax and tips, per employee or $70, not including tax and tips, for employee and spouse/guest. A department may choose to provide employees with hams or turkeys in lieu of a meal. Gift certificates cannot be purchased to distribute to employees that go to a supermarket to purchase a ham or turkey. Departments must coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business with a vendor voucher. Departments are allowed to provide the meal or the hams/turkeys, but not both at the expense of the institution. The maximum cost for hams/turkeys is $35 each. This limitation is not intended to be interpreted that each employee must receive a value of $35
    - **For alternative options for turkey or ham due to religious beliefs or vegetarianism, please reach out to purchasing@ttuhsc.edu for a deviation approval.**

- **Other Entertainment & Events** – If you are hosting a social event for employees or students on or off campus, including team building, staff appreciation, etc., please be aware events of this nature require a deviation approval from Purchasing as these types of entertainment events fall outside of TTUHSC Purchasing OP. Your expense report must include a deviation approval, a Pre-Approval form, and a Vendor Hold Search dated for the day payment is made and no more than 7 days prior to making payment. *Per HSC OP 72.16: Entertainment expenses occur to support a future benefit to TTUHSC. Examples include expenses for faculty recruitment and for cultivating potential donors or relationships.*

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