

December 2021 Expense Reports

Expense Report Dates and Reconciliation Deadlines:

11/29 - 12/03/2021 = DEC21 WEEK 1: Due 12/17/2021

12/06 - 12/10/2021 = DEC21 WEEK 2: Due 12/23/2021

12/13 - 12/17/2021 = DEC21 WEEK 3: Due 1/7/2021

12/20 - 12/24/2021 = DEC21 WEEK 4: Due 1/7/2021

12/27 - 12/31/2021 = DEC21 WEEK 5: Due 1/14/2021

Important Reminders

- **State Vendor Hold Verification Required** – Before using the PCard for purchases greater than \$500, the cardholder should verify if the vendor is indebted to the State of Texas and identified as being on Warrant Hold Status.

<https://fmcpa.cpa.state.tx.us/tpis/>

If the search confirms no vendor hold, screen shot the results and save to upload with your itemized receipt in Chrome River. If the vendor shows to be on hold, we are unable to do business with the vendor until the hold is released by the State.

- **Notary Applications & Renewals** – Please follow the appropriate process for Notary Applications and Renewals via TechBuy Requisition submission (Non-Catalog Form). Notary applications and renewals are prohibited on the PCard and violation of this guideline can result in additional, unnecessary cost to the institution.

[Notary Application/Renewal Training Document](#)

- **Purchases that Include a Gift Certificate or Gift Card** – No benefits, gifts or accommodations of any nature, including unrestricted grants may be solicited, offered, or accepted by the Institution or its Employees. (Ref. HSC OP 10.05)

Helpful Links

Chrome River SSO Link: <http://chromeriver.texastech.edu/>

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

For system questions, email ChromeRiverHSC@ttuhsc.edu