

December 2022 Expense Reports

- 11/28 – 12/02/2022 = DEC22 WEEK 1: Due 12/16/2022
- 12/05 – 12/09/2022 = DEC22 WEEK 2: Due 12/23/2022
- 12/12 – 12/16/2022 = DEC22 WEEK 3: Due 12/30/2022
- 12/19 – 12/23/2022 = DEC22 WEEK 4: Due 01/06/2023
- 12/26 – 12/30/2022 = DEC22 WEEK 5: Due 01/13/2023

Important Reminders

- **HOLIDAY EVENTS & GIFTS –**
 - **HSC OP 72.16** - 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 \$25 per employee. A department may choose to provide employees with hams or turkeys in lieu of a meal. The maximum cost for hams/turkeys is \$25 each.
 - **HSC OP 72.03** - Purchase of awards, prizes and gifts using a departmental purchasing card are PROHIBITED. Immediate reimbursement will be required if a departmental purchasing card is used for this type of transaction.
- **State Vendor Hold Search Requirement** – **PRIOR TO USING THE PCARD, for purchases greater than \$500**, Texas Government Code Section 2252.903 requires that the cardholder verify if the potential vendor is indebted to the State of Texas and identified as being on Warrant Hold Status at <https://fmcpa.cpa.state.tx.us/tpis/>. A screenshot of the vendor hold search result must be attached to the expense report as verification the vendor was not on hold status at the time of purchase.
- **DEVIATIONS** – Deviation approvals should be sent directly to purchasing@ttuhsc.edu and Cc: pcard@ttuhsc.edu. A deviation should be requested before a purchase is made. If you are unsure if you need a deviation, please review [PCard Purchasing Guidelines](#) or contact Purchasing/PCard.

Warnings in Chrome River are reminders to upload a deviation approval. If you do not have a deviation, please leave a comment as to why one was not requested before making the purchase. **Please do not email Purchasing after you have submitted an expense report, as deviations cannot be approved after the purchase has been made.**

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