



Purchasing Card Update *from* Payment Services

March 24, 2025

April 2025

CHROME RIVER EXPENSE REPORTS

March 4, 2025 – April 3, 2025

Thursday, April 3

April 2025 cycle closes

Friday, April 18

Expense reports for the April cycle, with all supporting documentation, must be submitted and approved in **Chrome River** by Cardholder's Supervisor/Fund Manager by 5 p.m., April 18.

Reminder: Reports should be submitted weekly, using a Monday – Sunday transaction posting period.

Note: The card will be **suspended if the expense reports are not in the PCard Approval Dashboard by 5 p.m., April 18, or if there is required documentation missing.**

Reference material related to Chrome River is found at:

<https://elpaso.ttuhsc.edu/fiscal/businessaffairs/paymentservices/Trainings.aspx>

Note: Use format shown below to name your Expense Report

Last Name, First Initial, Cycle Month and Year, Start - End Dates of Transactions

(Example: Doe, J, April 2025, 3/24/25 – 3/30/25)

email your questions or suggestions to PcardELP@ttuhsc.edu.