February 2025 Expense Reports

- 02/03 – 02/07/2025 = FEB25 WEEK 1: Due 02/21/2025
- 02/10 – 02/14/2025 = FEB25 WEEK 2: Due 02/28/2025
- 02/17 – 02/21/2025 = FEB25 WEEK 3: Due 03/07/2025
- 02/24 – 02/28/2025 = FEB25 WEEK 4: Due 03/14/2025

Important Reminders –

Vendor Hold Search (VHS) – **From September 1st to date, there have been 235 violations for No Vendor Hold Search, or noncompliant VHS.** A noncompliant VHS occurs when the VHS is done more than 7 days before the payment is made, or, when the VHS is done after payment is made. Excessive violations on a cardholder's account will result in suspension of the PCard, leading up to a probationary period and/or the closure of the account.

Per State of Texas Comptroller, a Vendor Hold Search is required for all transactions over $500.00. Please be aware, this is a state auditing finding that several institutions have been written up for. The VHS should be done the day the transaction takes place, and not more than 7 days prior to making the purchase. A screenshot must be submitted with the search results with the date stamp. *If the vendor shows to be on hold, do not proceed with the purchase.* TTUHSC is unable to do business with the vendor until the hold is released by the State.

Sales Tax – State of Texas sales tax is prohibited on the PCard. The only exception is for dine-in meals. Taxes for meals that are delivery, carry out, catering, etc. are prohibited and require a credit from the vendor. If the vendor cannot refund taxes, personal reimbursement will need to be made to PCard. *** If the receipt indicates pickup or delivery, PCard must adhere to what is stated on the receipt.*

Delivery Services – EZ Cater, Door Dash, UberEats, and similar vendors are not allowable on the PCard. Vendors of this nature have terms and conditions that Purchasing cannot agree to.

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