



December reminders

All **invoices** that need to be paid prior to January 5, 2024 need to be submitted and approved by the end of day Tuesday, December 19.

All **expenses** incurred on your PCard prior to November 30th should be reconciled and submitted on expense reports prior to the December break.

Purchasing Policy

We are very excited to be rolling out a new Purchasing Policy as previewed at the recent All Staff meetings. The details can be found on the [Purchasing webpage](#).

The policy includes details such as how to make purchases depending on what you are purchasing and the dollar amount of the purchase. Also included is clear information on the mechanism you should use to make the purchase - PCard, bid, contract, purchase order, invoice from vendor, etc.

ChromeRiver Training

Training videos for both ChromeRiver Invoice and Expense are available at [this webpage](#). In addition, you may request training via Zoom or in person at your workspace by sending a request to accountspayable@holycross.edu.

Journal Entry Submission

Do you need to submit a journal entry to reclassify something that was booked to your budget? You may submit a request for a journal entry to be made by completing this [fillable form](#) and sending it to controller@holycross.edu.
