

Did You Know:

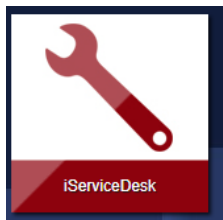
Furniture purchases are NOT allowed on the P-Card. Recently there have been P-Card transactions for furniture and facility related items. To maintain and standardize all CSN furniture for code and regulatory requirements, all furniture and facility related items are to be processed through the CSN Facilities Portal-Work Order Request.

Some examples of furniture and facility related items that should not be purchased using your P-Card include the following (Note: This list is not all inclusive)

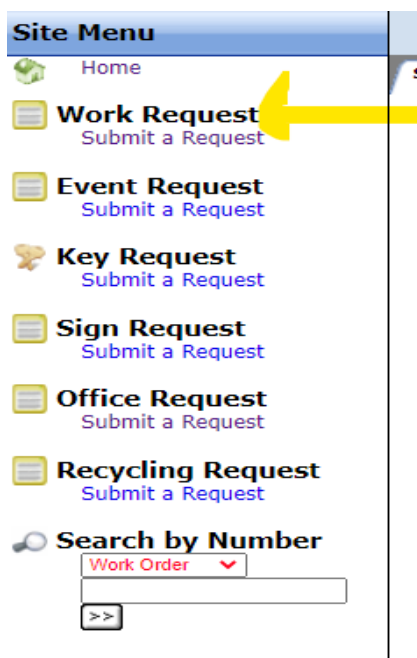
- Furniture (i.e., chairs, desk, bookcases, sit stand tables, shelving units, file cabinets, etc.)
- Facility Related Items (i.e., cork & white boards, carts, vacuums, mops, appliances, etc.)

The procedure to process a request is below:

1. Submit a request through the CSN Portal using:



2. Click on **Work Request** and attention: **Raymond De Filippis**. When placing this order, the employee must include an account number, detailed description of the item for purchase, etc. See example of a Work Order Request below.
3. Once approved, Facilities will place this order.



Submit your Request

Facility:	North Las Vegas Campus	▼
Building:	F - Financial Services	▼
Area:	110, Office Service	▼
Requestor Name:	Annette Hearn	
Requestor Phone #:	7026514346	
E-mail Address:	annette.hearn@csn.edu	
Department:	Purchasing	▼
Request:	Attn: Raymond DeFilippis Looking to purchase a Magnetic Dry-Erase Whiteboard 48"x72" ODP Business Solutions Item #951851 Account Number: PG01234	
	Choose File	No file chosen
	Submit	

If this is an emergency please contact
at (702) 651-4888

We appreciate your time in reading this email. Any questions, please feel free to reach out to the P-Card Team or Facilities.