

From: [Nilsen, Leslie-Ann](#)
Subject: P-Card Program - Did you know?
Date: Friday, April 27, 2018 9:53:08 AM

THIS IS AN INFORMATIONAL EMAIL TO ALL P-CARD HOLDERS AND TRANSACTION APPROVERS

Did you know:

❖ To All –

- Please be advised that there is a NEWLY **updated Hosting Checklist** posted in the Accounts Payable website. Please **DO NOT USE THE OLD FORM**. If you have any questions regarding this form or the Hosting Policies, please contact **Margaret Konie, Accounts Payable Manager**.

- https://www.csn.edu/sites/default/files/u2436/csn_hosting_check_list_2018-04.pdf

❖ To Cardholders –

- Reminder, **Services are restricted** from the P-Card without Purchasing's approval so you should not be selecting a Services Spend Category when Verifying your transactions.

I appreciate your time in reading this email. Contact me if you have any questions, comments or concerns.

Have a great day!

Sincerely,
Leslie Nilsen
PCard Coordinator
CSN Purchasing Department
702-651-4346
leslie.nilsen@csn.edu
<https://www.csn.edu/askpcard>

If you have a P-Card emergency, please contact JP Morgan Chase at 1-800-270-7760.