

## Nilsen, Leslie-Ann

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**From:** Ask P-Card  
**Sent:** Thursday, October 25, 2018 3:46 PM  
**Subject:** P-Card Program - Did you know?

### *Did you know:*

- **Spend Category/Commodity Approval** – Purchases with the CSN Logo or college name require approval by the Executive Director of Marketing & Communications (Dave Morgan).
  - The written approval becomes part of your supporting documentation for that purchase and needs to be attached to your transaction in Workday as well as in your P-Card Binder.

Sincerely,  
Leslie Nilsen  
PCard Coordinator  
CSN Purchasing Department  
702-651-4346  
[leslie.nilsen@csn.edu](mailto:leslie.nilsen@csn.edu)

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