

From: [Ask P-Card](#)
Subject: P-Card Program - Did you know?
Date: Friday, February 16, 2018 3:21:10 PM

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

Did you know:

- ❖ *Direct Supervisors (Transaction Approvers)* – If you Send Back a P-Card Transaction for corrections, please bring it to the Cardholder’s attention so they can take care of it right away. If the Cardholder is not in Workday, they will not receive the In-Box Notifications.
- ❖ *Cardholders* - If you haven’t attended the **Mandatory** P-Card Training yet, please register in CAPE for the **Final** session:

	WORKSHOP	DATE/TIME	LOCATION	PRESENTER
<input type="checkbox"/>	Mandatory PCard Training	02/23/2018 01:00 PM - 02:00 PM	NLV C1681	Paula Gonzales , Leslie Nilsen , & Annette Hearn

- ❖ *Cardholders* - If you have attended the **Mandatory** P-Card Training, you are required to take the P-Card Quiz in CANVAS within 15 business days prior to class. Here are the deadlines for the Quiz. You must pass with an 85% or higher by the deadline:

Date Attended Training	Due date for Quiz
1/22/2018	2/12/2018
1/24/2018	2/14/2018
1/25/2018	2/15/2018
1/26/2018	2/16/2018
1/29/2018	2/22/2018
2/7/2018	3/1/2018
2/8/2018	3/2/2018
2/9/2018	3/5/2018
2/23/2018	3/16/2018

- ❖ *Cardholders* – Please be mindful of your **Billing Cycle Deadlines**. Don’t wait until the end of the cycle to **Verify** your Transactions. If you will be out of the office, please plan ahead and make sure your transactions are **Verified** before you leave. The **Billing Cycle Calendar** can be found on our website at <https://www.csn.edu/askpcard>.
- ❖ *To All* – Communication with the P-Card department is very important! Please contact us if you have any questions, comments or concerns. If we send you an email request, please respond. We wish to have an open line of communication with you. If you have any issues, we can usually resolve them.

We appreciate your time; have a great weekend!

Sincerely,
Leslie Nilsen
PCard Coordinator
CSN Purchasing Department
702-651-4346

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<https://www.csn.edu/askpcard>

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