

From: Ask P-Card <Ask.P-Card@CSN.EDU>
Sent: Friday, December 4, 2020 4:01 PM
Subject: P-Card: Did You Know?

To Cardholders and Transaction Approvers -

Did you know:

- **Spend Category/Commodity Approval** - Purchases with the CSN Logo or college name require prior written approval by the Marketing Department. Email your request to Executive Assistant, Breigh Feniello (breigh.feniello@csn.edu).
 - 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.
 - Refer to the P-Card User's Manual for a detailed list of items that require a commodity approval prior to the purchase. <https://www.csn.edu/sites/default/files/documents/imported/commodity20approval20policy.pdf>