

Nilsen, Leslie-Ann

From: Nilsen, Leslie-Ann
Sent: Monday, July 16, 2018 11:37 AM
Subject: P-Card Program - Did you know?

❖ *To Cardholders and Transaction Approvers –*

Did you know:

- A **detailed receipt** which describes what was purchased **is required** to verify your transactions. A credit card slip with a “total only” is **not** considered appropriate documentation.
- The upcoming **July Billing Cycle will end on 7/25/18**. The deadline for all transaction approvals in Workday will be **Friday, 8/3/18 by 5pm**.
 - If you will be out of the office during this period, please make arrangements to have all your transactions approved by the deadline. Please contact me if you have any questions or concerns.
- It is important to select an appropriate **spend category** for your purchase. If you are unsure which spend category to select, please contact me.
- The same **worktag & detail code** listed on your approved Hosting Checklist must be used to verify your hosting transaction.

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

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

CAPE provides Refresher Workday Training Summer 2018.

Procurement Life Cycle July 19, 2018 @ North Las Vegas Campus, room C1681 from 10:00 - 11:00

All sessions include a demonstration of the business process followed by Q & A. Additional sessions to follow based on registration.

CAPE offers ongoing **Workday Open Lab** sessions and **Workday 101** training throughout the year in all 3 campuses.

Please sign up via CAPE to register if you are interested.
