



UNLV PCard/UNLV  
Sent by: DOMDOC1  
11/25/2008 01:48 PM

To  
cc  
bcc  
Subject P-card Deadline Reminder

**The October - November cycle ends today, November 25th, at 5PM**

**Please review and "accept" all purchases from October 26 thru November 25 by 5pm on December 8th. Failure to complete your transactions will result in your card being put on "hold" and/or suspended.**

Remember, you can "accept" your transactions at any time during the cycle.

If you are in the middle of a dispute, please make a note during your reconciliation in the description field and **accept** the transaction. It is the cardholders responsibility to resolve the dispute.(copies of your documentation may be faxed to our attention)

Also, all credits during the cycle must reference the exact same account as the original charge and must be **accepted**.

<http://pvsnet.procard.com>

**IMPORTANT**

**REMINDER TO CARDHOLDERS;**

**Many of us will be taking time off in the weeks to come. Please remember that reconciliation deadlines have to be met. Failure to meet these deadlines may result in your card being placed on "temporary hold". One cardholder missing the deadline, prevents us from completing the campus reconciling and may put the entire program in jeopardy.**

**If you have any questions regarding deadline dates, please contact our office.**

Cathy Underwood  
PCard Coordinator

(702) 774-2273 (4-CARD)  
**FAX** (702) 774-2274

This message has been distributed via the UNLV PCard list server.  
Members are added once they complete the PCard Training session.

For information about this program, please contact the PCard Administration at 702-774-2273

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