



UNLV PCard/UNLV
Sent by: DOMDOC1
02/25/2009 11:22 AM

To
cc
Subject P-card reminder - Cycle Ending

The January - February cycle ends today, February 25th, at 5PM

Please review and "accept" all purchases from January 26 thru February 25 by 5pm on March 6th. 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>

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