
From: ACCOUNTING
Sent: Tuesday, February 17, 2015 8:39 AM
To:
Subject: P-Card Processing Deadlines
Importance: High

Attention Card Managers and Approvers:

Card Managers for ChargeRx (the new P-Card system) will soon receive notifications of P-Card transactions which have not been processed within the determined 15 day period. The first notification will be sent for all transactions that have been in the system for more than 15 days. Sites will continue to receive notifications for the next 15 days if no action is taken. If there has still been no action taken during that window of time then a final notification will be sent giving the Card Manager seven days to take action or the card(s) will be inactivated.

The expectation is all transactions will be processed and sent for approval within 15 days and approved within seven days.

At this time we are encouraging Card Managers to process older transactions first. If you have questions regarding how to identify transaction aging, please contact the Purchasing Department or your accounting trainer.