From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] CSUBUY P2P Reminder: Amazon and Staples Punchout
Date: Tuesday, February 4, 2025 3:41:13 PM
Attachments: image002.png
image003.png
ATT00001.txt

CSUBUY P2P Reminder: Amazon and Staples Punchout

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Sent on Behalf of: Accounts Payable

Hello PCBO,

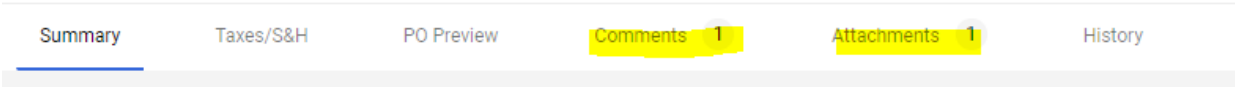
When the following instructions are not followed, payments will be delayed.

When ordering through one of the Punchout catalogs in CSUBUY P2P (Amazon and Staples), **it is imperative that you include a business purpose in the internal notes/comments section of your requisition** so Accounts Payable and future auditors have a clear understanding of why an item was purchased. In addition, **if an item requires a Hospitality Form, please include that as an attachment in the requisition.**

Our backup requirements have not changed with the implementation of CSUBUY P2P. If a purchase required a hospitality form to be included in the ProCard packet in the past, it is still required now in the Punchout requisition.

INSTRUCTIONS:

Submit comments and/or attachments in either of these sections of the requisition.



Internal Notes and Attachments

Internal Note *no value*

Internal Attachments

Thank you for your support!

Accounts Payable Team