From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] CSUBUY P2P Users/Approvers Separating from CSUSM
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Attachments: ATT00001.txt



Partners in Campus Business Operations

CSUBUY P2P Users/Approvers Separating from CSUSM

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Sent on behalf of: Procurement & Contracts

Hello PCBO Community,

As a reminder to campus, if you are separating from CSUSM, you must have an alternate user set up for each of your roles in P2P prior to your last date of work. This process will ensure that requisitions and vouchers aren't held up in the system after you leave.

To set up your alternate, log into CSUBUY P2P. From the home page, select "Open a Ticket Using ServiceNow" from the Quick Links menu. Complete the required information and submit. **Please ensure that you indicate your separation date and the name and title of the individual(s) who will serve as your alternates for each of your P2P roles**.

Thank you,

Procurement & Contracts

procurementservices@csusm.edu