From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] ProCard Update and P2P Invoice Reminder
Date: Thursday, February 13, 2025 4:38:38 PM
Attachments: ATT00001.txt



ProCard Update and P2P Invoice Reminder

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Sent on Behalf of: Accounts Payable

Hello PCBO,

ProCard Update

- ProCard may now be used as a payment method for international conference registration. Cardholders must obtain a receipt in USD. If this is not possible, an OANDA conversion for the same date should be provided as backup with the ProCard packet submission. Please note that other international purchases are still prohibited on ProCard.

Submitting Invoices for CSUBUY P2P

- Please continue to email invoices for CSUBUY P2P to **accountspayable@csusm.edu** and include the PO number. Accounts Payable will review and route for approval in the system.

- Some suppliers might submit their invoices through their supplier portal, which is also acceptable. If the supplier submits their invoice this way, it will route for approval from the PO owner and Accounts Payable. Depending on what was submitted by the supplier, Accounts Payable might reach out to obtain appropriate documents.

Thank you!
Accounts Payable Team