From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Punchout Carts - Best Practice
Date: Monday, March 16, 2026 9:49:13 AM
Attachments: ATT00001.txt



Punchout Carts - Best Practice

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Sent on behalf of: Accounts Payable

Hello PCBO!

Friendly Reminder: To secure the price guarantee on punchouts, **orders should be completed timely after adding items to a cart**. If items remain in the cart for too long and prices increase, the original pricing will not be honored and will cause match exceptions between the PO and invoice during AP voucher processing.

Thank you for your help with this! Please reach out to **accountspayable@csusm.edu** with any questions.

Accounts Payable