Procurement Services

• Urgent requisitions should be marked as Urgent within TechBuy.
• Requisitions being submitted due to COVID-19 should reference COVID-19 in the description field or in the cart name.
• PCard deviations for Emergency Preparedness supplies may be submitted after the fact.
• PCard expense reports should be sent via-intercampus mail to Payment Services, MSC 51008.
  • Please do not hand deliver. If you must drop-off, a basket has been placed in the lobby.
Procurement Services

• PCard expenses due to COVID-19 should reference COVID-19 in the description field when allocating the expense.

• Cancelations of travel and conferences/registrations should be tracked by the cardholder/fund manager. The traveler should make every effort to obtain a refund for all related costs. The cardholder/fund manager should ensure that any credits issued are being received or used for future travel.

• Travel Vouchers being submitted due to cancellations should state in the Business Description that the trip is canceled due to COVID-19.

• Swiftcard pickup will be coordinated with the department.