

MEMORANDUM

Date: June 20, 2017

To: The University Community

From: Lauren Weitzel
Director of Purchasing and Campus Services

Re: End of Year – Credit Card Purchases

As a reminder, the last day to place orders with credit cards is Friday, June 23, 2017. Please ensure that all purchases are posted, and receipts are uploaded and allocated on Bank of America's Works online system by June 30, 2017.

Purchases made after June 23, 2017 and/or posted after June 30, 2017, will be charged to the department's main cost center and GL code for fiscal year 2017-18.

If you have any questions, please contact the Purchasing Department at extension 4181.