



# Brandeis University

Office of the Treasurer  
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**TO:** All Club Leaders

**FROM:** Choon Woo Ha, Student Union Treasurer

**SUBJECT:** Purchase Airline Tickets with P-Card

**DATE:** Friday, March 14, 2008

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I am happy to inform you that you can now purchase airline tickets with the Procurement Card (P-Card). Until now, the University restricted the usage of P-Card for purchases of airline tickets.

If you or your club is planning to purchase airline tickets, you can simply come to my office hours ([www.thetreasurer.org](http://www.thetreasurer.org)) and use the P-Card. This is a great addition to the program as you do not need to spend your own money. All clubs can take advantage of this benefit either from the Finance Board Allocations Fund or fundraising accounts.

Please remember that a single transaction cannot exceed US\$ 1,500.