



Brandeis University

Office of the Treasurer
Student Union Government
MS 216, 415 South Street
Waltham, Massachusetts 02454-9110

781-736-3711 Phone
781-736-3761 Fax

TO: P-Card Cardholders

FROM: Choon Woo Ha, Student Union Treasurer

SUBJECT: P-Card for Fiscal Year 2008 – 2009 Approval

DATE: Saturday, April 19, 2008

On behalf of the Office of the Treasurer, I am pleased to inform you that your club has been granted a Procurement Card (P-Card) for the fiscal year 2008 ~ 2009.

This year evidenced a high number of applications and, with the limited number of cards we could provide, we had to reject some clubs and organizations. (Please see below for the list of clubs and special instructions for individual clubs).

You will be contacted by the Procurement Services and the Office of Students & Enrollment for a meeting to accomplish the following:

- Training on how to use PaymentNet (online P-Card banking) system
- Signing of documents that would activate your cards

For clubs and organizations that will be receiving P-Cards after the summer break, you will be contacted in late August. For clubs and organizations that will be receiving P-Cards in July, you will be contacted in early July (card holders may have to be present on campus; more information to follow).

Please bear in mind that all paperwork for all P-Card transactions has to be turned into the Student Union office within 24 hours of purchases. Next year, treasury members will be very strict with this regulation. Continuous failure to abide by the 24-hour policy may result in suspension of your P-Card by the the Student Union Treasurer. Such termination may negatively impact the ability to receive P-Cards in the future.

If you have any questions, please contact the Office of the Treasurer at inquiry@thetreasurer.org.

Once again, congratulations and have a wonderful break.



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P-CARD CLUBS FOR FISCAL YEAR 2008 ~ 2009

- BCAC
- BEMCO
- Brandeis Orthodox Organization
- Brandeis Television
- Culinary Arts Club
- Mock Trial
- Mountain Club
- Russian Club
- SSIS
- The Justice
- Waltham Group
- WBRS