To: p-card coordinators

Beginning March 1, departments may use the p-card to pay phone bills for their departmental US Cellular phones. These bills are currently paid by issuing a voucher to accounting to create a check. You may start using your p-card to pay billings after March 1. You will need to upload a copy of the bill to the transaction as the itemized receipt.

Any questions regarding this change can be directed to:

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