

## ISU Purchasing Department [PURCH]

---

**From:** ISU Purchasing Department [PURCH]  
**Sent:** Tuesday, February 25, 2014 10:33 AM  
**Cc:** Russell, Shari J [PURCH]; Campbell, Tisha [PURCH]; Harms, Cory L [PURCH]; Lackore, Lesley A [PURCH]  
**Subject:** Ability to pay US Cellular departmental phone bills with p-card

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:

Cory Harms, Associate Director of Purchasing  
[clharms@iastate.edu](mailto:clharms@iastate.edu)  
294-2591

Cory Harms  
Associate Director of Purchasing  
3616 ASB Building Room 1218  
Iowa State University  
Ames, Iowa 50011-3616  
(515) 294-2591



<http://www.public.iastate.edu/~purchasing/>