

## ISU Purchasing Department [PURCH]

---

**From:** ISU Purchasing Department [PURCH]  
**Sent:** Friday, February 07, 2014 9:12 AM  
**To:** Purchasing Info Network [PURCH]  
**Subject:** Meetings offered on using the p-card for Verizon payments

The purchasing department is working with Verizon to offer an account management tool which will allow you to pay your departmental-only use cell phone bills with the p-card. This portal also allows you to manage and order equipment as well as start and discontinue service. We are holding a series of meetings to demonstrate the site and get people set up to start using the portal.

The next meetings are as follows:

- Friday, February 7, from 2:00 to 3:30 pm in 1155 Administrative Services Bldg.  
(5 seats available – please contact Cory Harms at 4-2591 or [clharms@iastate.edu](mailto:clharms@iastate.edu) to enroll)

Enrollment for the following sessions may be done through HRS Training under the employee tab in AccessPlus; look for *PURCHASING – Using p-card for Verizon payments*:

- Wednesday, February 12, from 10:00 to 11:30 am in 1155 Administrative Services Bldg.
- Thursday, February 20, from 2:00 to 3:30 pm in 1155 Administrative Services Bldg.

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/>