
From: ISU Purchasing Department PURCH [PURCH]
Sent: Monday, January 25, 2016 5:11 PM
Subject: Purchasing transition to new address format

To: department purchasing coordinators

The purchasing department will be transitioning its p-card, cyBUY, and requisitioning systems to include the new street address system for campus buildings.

Changes to p-card statement addresses with USBank will be completed before the end of the current cycle on February 11. Changes to cyBUY and requisitioning system user records will follow the completion of IT Services' update of the online directory, expected by the end of February. The purchasing department will keep your department and cardholders informed as these changes are completed.

Delivery of items ordered using a p-card, through cyBUY or the requisitioning system process should not be disrupted during the transition period.

More information on the ISU Building Addressing Project may be found at http://www.fpm.iastate.edu/maps/buildings/addressing_project/.