To: PCard Holders and Departmental Administrative Personnel

From: Jeff Hadley, Director of Procurement

Date: June 7, 2013

Subject: The New PCard Program at Stevens

Effective July 1, Stevens Institute of Technology will launch a new Purchasing Card (“PCard”) program on campus. All current holders of a PCard will need to attend a meeting about the new program. You are receiving this invitation because you are either a current PCard holder or PCard approver.

One of the key features of the new PCard program is the elimination of paper statements and the availability of an online reconciliation and allocation process. Each month the various expenses charged to the PCard can be allocated to an appropriate KFS account.

At the meeting, in addition to learning about the online reconciliation and allocation process, participants will be given information on the transition from our current PCard program to the new one.

The presentation will include the following information:

- how to obtain the new PCard
- where and when to sign the card holder agreement
- how to activate the new PCard and
- the guidelines governing the use of the Stevens Institute of Technology PCard for business expense purposes including travel.

Two meetings are scheduled as follows:

Wednesday, June 12th, 2:00 p.m. – 3:30 p.m. Babbio Room 122

Tuesday, June 18th, 10:00 a.m. – 11:30 a.m. Howe Center, Fielding Room, 3rd Floor

Please RSVP to Barbara Aris at baris@stevens.edu to indicate which one of the presentations you plan to attend.

We look forward to seeing you at one of the meetings.

Thank you.