



DID YOU KNOW... (New Forms)

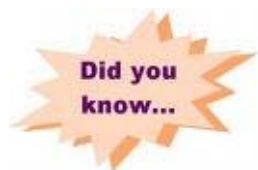
UNLV PCard to: Rose Lentz

Sent by: DOMDOC1

Bcc: Rolando Mosqueda

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OUR FIRST NOTICE!



Did you know... there are two new documents posted on the PCard Website to assist you with your PCard accounts?

Would you like a one page recap of the PCard program? If so, take a look at **PCard At A Glance**. This provides a very short overview of the PCard process and program contacts. <http://purchasing.unlv.edu/pcard/pdf/pcardGlance.pdf>

Are you a relatively new cardholder or a cardholder that doesn't access PVS Net frequently? Then check out the **PVS Net Quick Reference Guide** for step by step navigation through PVS Net. Instructions will take you through the entire process from logging on to printing the Statement of Account. <http://purchasing.unlv.edu/pcard/pdf/PVSQuickRef.pdf>

To access any PCard related forms simply visit the UNLV Purchasing Website and choose PCard Program from the left side menu and visit the section titled **Forms and Instructions**. http://purchasing.unlv.edu/pcard/forms_instructions.html

Rose Lentz
Buyer II
Desk 702-895-5508
PCard 702-774-Card (2273)
Fax 702- 774-2274

This message has been distributed via the UNLV PCard list server.
Members are added once they complete the PCard Training session.

For information about this program, please contact the PCard Administration at 702-774-2273