

Liz Wardrop <[elizabeth.wardrop@cnu.edu](mailto:elizabeth.wardrop@cnu.edu)>

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## SMALL PURCHASE CREDIT CARD

1 message

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**Procurement Office** <[procurement@cnu.edu](mailto:procurement@cnu.edu)>  
To: Procurement Office <[procurement@cnu.edu](mailto:procurement@cnu.edu)>  
Bcc: [spcc\\_list@cnu.edu](mailto:spcc_list@cnu.edu)

Fri, Feb 1, 2019 at 1:12 PM

Dear, SPCC Cardholders and Approvers,

Good afternoon. In coordination with the Business Office, I wanted to remind everyone who has a small purchase credit card that you are **REQUIRED** to advise both the Business Office and your Supervisor/Reviewer if you have no charges during a credit card billing cycle. This notification is required to be in writing and sent to both Accounts Payable and your Supervisor by the 1st workday of the month. An email to [apinvoices@cnu.edu](mailto:apinvoices@cnu.edu) with a copy to your supervisor will suffice.

If you have any questions, please let me know. Thank you in advance for your cooperation.

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Regards,  
Liz

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