



• **Safety Minute**

- In case of evacuation, we will take the north exit and meet in parking lot.



Procards (Helen Connor)

- The first posting of transactions from the new PaymentNet system posted! There's a new numbering scheme:
 - PNPxxxxx for Procurement Cards
 - PNTxxxxx for Department Travel Cards
- Internal (JA) procard payments must be deposited to revenue code 9904! *Treat these transactions exactly like JVs for account code purposes.*



