

From: PCS Administration

Sent: Tuesday, February 20, 2018 3:32 PM

To: PCS Procurement Card <pcard@uoregon.edu>

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Subject: Concur is live!

Hello PCard Custodians,

This is just a reminder that Concur is live and the only way to reconcile and save your p-card information for all p-card statements. Many of you took advantage of the classes offered in January. Others have chosen to explore the app themselves. If you have not had a chance to log in, please do so at concur.uoregon.edu. Your regular shibboleth login will work and should give you a landing screen with all current statement charges listed. If you have questions you can contact our office at 6-2419 or email us at pcard@uoregon.edu.

Drop in classes and additional training will also be available and listed on my-tracks at hr.uoregon.edu. Please note that the first 'submission' activity will open in early March. We will be hosting sessions at several different venues for your Budget Authorities. If you would like to schedule a house call with us for the first reconciliation, please email us.

Thank you,

The Purchasing & Contracting Team