

Reminder to Set up Suppliers

Check to make sure suppliers are set up for:

- Blanket POs that were in CFS for 24/25 and will be in P2P for 25/26
- Anticipated suppliers for upcoming needs

Working with a supplier that refuses to use the portal?

- Remind them that all suppliers are required to use our portal, regardless of organization type
- Our system is NOT a third-party
- If they continue to refuse, consider finding a different supplier if possible

ProCard Updates for Year-End

- ProCards will be turned off from June 26-June 30. We will turn them on again on July 1.
- If you have any planned events or payment commitments scheduled on June 26-June 30 where ProCard MUST be used, please email mfernandez@csusm.edu and CC pcard@csusm.edu by June 20.