

PURCHASING CARD UPDATE

March 6, 2007



STATEMENT ENDING 03/05/07

Due to the Spring Holiday scheduled on Thursday and Friday, March 15th and 16th Transaction Adjustments or Reallocations for statement ending **03/05** will need to be processed in Pathway Net by **5:00pm, Wednesday, March 14, 2007.**

Please do not make any changes to the **03/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Monday.

REMINDER

ANY purchases made at the following Office Supply/Product Vendors need **Prior Deviation Approval from Purchasing.**

AMERICAN OFFICE PRODUCTS
BAKER OFFICE PRODUCTS
COPY CRAFT
EL PASO XPEDX PAPER
ELLIOT/RUSSELL OFFICE
GENERAL OFFICE SUPPLY
GOODWIN POWELL OFFICE
HESTERS-MCGLAUN OFFICE

OFFICE DEPOT
OFFICE MAX
PAMPA OFFICE SUPPLY
PERMIAN OFFICE PRODUCTS
SAV-ON
SERVICE OFFICE SUPPLY
SPC OFFICE PRODUCTS
SPC – DALHART
WILSON OFFICE SUPPLY

**Please note that this is not a complete list of all
Office Supply/Product Vendors.**