

PURCHASING CARD UPDATE

August 9, 2007



STATEMENT ENDING 08/06/07

Transaction Adjustments or Reallocations for statement ending **08/06** will need to be processed in Pathway Net by **5:00pm, Monday, August 20th**.

Please do not make any changes to the **08/06** 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 Tuesday.

CARDS NOT EXPIRING IN AUGUST 2007

Reissue cards will be received in Business Services no later than the 10th of the expiration month, i.e. reissue cards due to expire September 2007 will be received by September 10th, reissued cards for cards due to expire October 2007 will be received by October 10th and so on.

**LAST BANK STATEMENT FOR FY2007
END OF YEAR DEADLINE
NOTES FOR 09/05/07 BANK STATEMENT
(08/07/07 through 09/05/07 transactions)**

You will ONLY have 2 business days after the cycle ends to make your transaction adjustments or reallocations in Pathway Net. The deadline to make your adjustments and/or allocations for your **09/05** statement is Friday, September 7th.

Helpful HINT to Relieve Year End Stress:

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (if the vendor posts the charge in a timely manner). This means you can work on your **09/05/07** statement transactions now through Friday, September 7th.