

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Wednesday, October 28, 2015 5:04 PM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Controller's Office Update
Attachments: ATT00001.txt

The Business Services/Controller's office would like to announce the relocation of the Purchasing Card and Comdata Card programs. Purchasing Card and Comdata administration will now report to Accounts Payable, effective immediately. Jeff Senkevich, our Purchasing Card Program Manager, will be located within Accounts Payable (French Administration Building office 240K). This realignment reflects the close relationship between the responsibilities of the two areas and will allow us to more efficiently serve the campus community. If you have any questions regarding the changes, please contact Gerik Kimble or Jeff Senkevich.

In addition, we have the following administrative updates:

- Please send all physical PCard requests/mail to - "Jeff Senkevich c/o Accounts Payable French 240K PO Box 641025 Pullman, WA 991641025".
- The billing address for all PCards will remain as: "French 220 PO Box 641020 Pullman, WA 991641020"
- All new cards can now be picked up in Jeff's Office (French 240K) in Accounts Payable.

Thank you for your teamwork as always.

Best regards,

WSU CONTROLLER'S OFFICE MAILLIST



Go COUGS!

This mail list has been developed for those individuals responsible for financial administration, transactional processing and financial approvals across the Washington State University community. It will be used to share important news, announcements and procedural changes related to effective financial management at WSU. We will also provide tips to help keep you up-to-date and to assist in minimizing administrative effort in navigating business policies and procedures.

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at joy.morton@wsu.edu. **Please feel free to forward this message to anyone in your unit who would benefit from announcements and timely updates on Business Services/Controller's Office processes and procedures.**

If you have received this message directly, you are already subscribed. To subscribe or unsubscribe, please visit the [Mailman Join a List page](#) and follow the instructions. The name of the mail list is Controllers_Office. Visit the page for [Mailman Subscribers](#) for general information about mail list subscriptions.