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IMPORTANT MESSAGE FROM USNH FINANCIAL SERVICES

To: Purchasing Card Community
Fr: Denise Smith and Carol Mitchell
Re: USNH PCard Administrator change and other personnel changes

Effective January 2, 2008, Carol Main will become the primary point of contact for all PCard administration duties previously handled by Deb Hudson. Carol is the new PCard Administrator, and the overall responsibility for the day-to-day PCard operations has shifted from USNH Purchasing to the USNH Accounting Services Department.

Beginning January 2nd all inquiries, questions, etc., concerning PCards should be directed to Carol at carol.main@usnh.edu or via phone at (86)2-3184 or by campus mail to USNH Financial Services, Elizabeth Demeritt House. Please do not contact Deb Hudson for PCard-related issues after January 2nd. Deb's role will be that of Purchasing Agent.

As you know, Carol previously held the position in Purchasing that maintained the vendor file; creating and maintaining vendor codes. Those functions will now be performed by Karen D'Amours. Any communication regarding vendor codes should be directed to Karen via email at vendor.request@unh.edu.

We wish Carol, Deb, and Karen success in their new roles.