

New Procurement Card Pick-up Schedule (please read carefully)

When: February 9, 2012 through February 16, 2012

Where: Purchasing Office, 126 West St – 2nd Floor of the Facilities Management/Campus Police Building (*Please use the side entrance and take the stairs on your left, just inside the entrance*)

In order to pick up your new card, please be prepared with the following:

1. Bring your current procurement or travel card
 2. The new Travel/Pcard Agreement form posted on the Purchasing website must be completed prior to picking up the new card. Please read the form, sign it and have your supervisor sign it, http://www.smith.edu/purchasing/Travel&Pcard_Agreement_2-1-12_form.pdf
 3. Please bring the completed Travel/Pcard Agreement form with you when picking up the new card.
 4. If you have any special needs, please contact the Purchasing office in advance to make arrangements for Lynn or Linda to meet you on the 1st floor.
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- Thursday February 9, 2012 – Last names starting with: A – C
 - Times: 12:00 noon – 4:00 PM

 - Friday February 10, 2012 – Last names starting with: D – G
 - Times: 8:00 AM – 12:00 noon

 - Monday February 13, 2012 – Last names starting with: H – K
 - Times: 12:00 noon – 4:00 PM

 - Tuesday February 14, 2012 – Last names starting with: L – M
 - Times: 8:00 AM – 12:00 noon

 - Wednesday February 15, 2012 – Last names starting with: N – R
 - Times: 12:00 noon – 4:00 PM

 - Thursday February 16, 2012 – Last names starting with: S – Z
 - Times: 8:00 AM – 12:00 noon