

Patricia,

Please see the email below from Sharon Brandstatt, the PCard administrator and the email I sent to her. Can I meet with you again when you have a moment to discuss the supply orders and the Pcard?

Here is what I sent to Sharon:

Sharon,

I apologize... I am going to ask to meet with Patricia (our administrator) again, as Donna has not yet returned. The dollar amounts of our Corp Exp orders are larger than I expected. I will do a review of this account and present it to Patricia and get back to you as soon as possible.

Thank you,

Ela Salazar
520-243-8047

From: Sharon Brandstatt
Sent: Friday, January 09, 2009 10:41 AM
To: Donna Terry
Cc: Manuela Salazar; Shirley Cooper
Subject: Over limit declines
Importance: High

Donna,

Please see the attached reports regarding Ela's declines for attempts on her PCard that exceed either her per purchase limit or her monthly limit.

Besides the ones shown on the reports she currently has 2 orders for Corporate Express that are declines due to her being out of money, and one declined because it exceeds her per purchase limit (see below).

Her current per purchase limit is set at \$2,000, and her monthly limit is \$6,000 (just increased from \$5,000).

Repeated declines for attempts that exceed a purchasing limit are considered unauthorized purchases and may result in suspension of the PCard.

Please review her purchasing needs and either add another cardholder or increase her limits accordingly.

In the interim, it will be necessary to increase her monthly limit and increase her per purchase limit if you are authorizing the Corporate Express purchases. Attached is the form. Please send me a signed scanned copy and follow up with the original.

. << File: Change or Cancel Card.xls >> << File: Salazar code 88.pdf >> << File: Salazar code 50.pdf >>

<< OLE Object: Picture (Metafile) >>

Thank you,

Sharon F. Brandstatt
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