

PCard receipt forwarding to Vonnie

Cornell changed the process for PCard receipts Jan. 2016. Automatically have emails forwarded. Instructions below.

From: Chemistry IT Helpdesk
Sent: Wednesday, January 6, 2016 2:17 PM
To: Yvonne Marie Ellis <yme2>
Subject: Pcard Receipts - Change in procedure

Hello,

You are receiving this message as a procurement card (Pcard) holder in Chemistry and Chemical Biology.

In the last few weeks, you should have received several emails concerning a change in receipt processing for your Pcard. This change in procedure is coming from the Division of Financial Affairs, not from the Chemistry department. The steps and procedures in these emails are not completely straightforward or appropriate for Chemistry department needs. The following procedure is an attempt to reduce confusion and change in your research group procedures.

At this point, you will start to receive emails requesting that you upload your receipts to a new website. Please DON'T do this. To minimize confusion and change, you MUST arrange to automatically forward these emails from pcardreceipts-do-not-reply@cornell.edu to our new Chemistry Pcard email account – <chempcards>. Everything else stays the same – provide your receipts to Vonnie in the 120 Baker Business Office with a detailed explanation and what account number to charge.

- If you are staff/faculty using the Cornell Outlook/Exchange email, you can see how to setup an automatic forward from pcardreceipts-do-not-reply@cornell.edu to <chempcards> by following the instructions at <http://www.it.cornell.edu/services/owa15/howto/email/rules.cfm>.
- If you are a student using Cmail/Gmail, you can use Google's filter rules to forward emails from pcardreceipts-do-not-reply@cornell.edu to <chempcards> by following the instructions at <https://support.google.com/mail/answer/6579>.

I will be coming around and verifying with you that have successfully setup the autoforward. If you need assistance setting up the forward, please don't hesitate to contact our office at <ChemIT>. If you have questions or concerns with your Pcard, please talk to Vonnie in 120 Baker Lab or email <chempcards>.

Michael E Hint
Chemistry IT