

## INFORMATION SHARING REPORT Nov. 1, 2021

# PROCUREMENT POINTERS

### **Guess the Count**

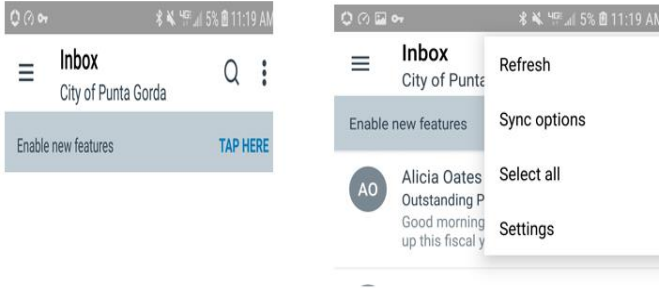
This fiscal year, there were 5029 pcard transactions! That is over 400 a month! Thank you for preparing pcard packets with all necessary documentation, receipts and signatures for easy processing.



### **IT TIDBITS:**

Reminder to all Mobile Devies users (Cellphones & Tablet Users) Upon changing your password though Password Manager it is easy to forget to update on your mobile devices. If not updated your account will quickly lock you out of receiving emails. Devices enrolled in AirWatch are updated differently than devices which are not.

**To updated users simply open the Boxer App>tap on the three dots in the upper right had corner of the screen. Tap on Settings.**



Next – Tap on email address>scroll to incoming settings(TAP), Enter password/save.

