The Note on the Requisition in addition to the Item being marked as necessary. The order must:

- List and send the APO and supporting documentation to Accounts Payable.
- Know what to expect and when,
- Comply with University expenditure policies.

Beginning in October, Visa chip cards will be sent to U.S. Bank cardholders employees).

Message for arrangers:

- Be marked Restricted and therefore will route to Purchasing for review.
- Include a note in the Delivery folder in the Delivery Instructions field indicating these firms for security if the event will be held on campus with an outside organization they should suggest that the outside group research campus Police Department for authorization to use outside on campus for services.

Click here for the Membership/Sponsorship form.

The $1,000 limit on Disbursement Voucher transactions applies to 'Compensation agreement or ongoing services/data sets (such as Cloud) which would require a security members. The billing notice is typically generated

- By obtaining a preliminary trademark search. The search, conducted by the office, is free of charge and we try to provide search results

- Upload the Travel@IU Trip Coversheet and supporting documentation using the KFS Requestor and to Purchasing. These emails will include an confirmation email along with the reimbursement documentation when per diem is

As of September 15, 2014, Carey Limousine changed their name to Embarque.

Visit the Travel Management Services website

For more information regarding Embarque and other limousine services, visit the

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- The example below shows 3

- Inserted ("dipped") into the terminal. You'll sign the receipt!

- If a merchant

- The Card is new, expiring, lost or stolen.

- It is a shared ride meaning there may or may not be other passengers in the

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- When arriving at the Indianapolis airport, check in at the Classic Touch booth.

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