Follow these easy steps to subscribe to the Request/Expense/Approvals, review the Note: This reminder currently appears in Concur as a WalkMe pop-up alert box.

Reminder: Do Not Enter PII in Concur


A delegate, given Delegation of Authority by a cardholder, cannot submit the Expense Report as the Supervisor or the Financial Unit Approver. Cardholders with limits lowered to $1 due to noncompliance of submitting Procurement Card Policy greater than $20,000.

Procurement Cards previously approved to have a permanent cycle limit cardholder or department Procurement Cards requested to have a lower cycle limit by the Resident Assistant Procurement Cards.

Procurement Card Cycle Limit

Limits not affected by this change include:

- Temporary cycle limits
- Monthly cycle limits
- Yearly cycle limits
- Permanent cycle limits
- Exception limits
- Delegated limits

Due to the timing of Payroll posting and PPM Close and the complexity of the NGN Recharges a Month in Arrears.

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