

CATS Chrome River

Office of Procurement Services



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P-Card Roles in Chrome River

Cardholder	Chrome River Delegate	P-Card Transaction Approver
Assigned at US Bank, Tied to card by Name and Empl ID	Assigned by Cardholder in Chrome River	Assigned by Fiscal Officer in KFS
Only one allowed	Multiples allowed	Only one allowed
Purchase	Purchase & Reconcile	Reconcile & Approve
Reconcile	Or, Reconcile & Approve	Approve



Meeting Card Roles in Chrome River

Cardholder	Chrome River Delegate	Meeting Card Transaction Approver
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Training Plans

- Overview sessions for all campuses
- Bloomington:
 - June 7, 9:30-11:00, 1:30-3:00
 - June 21, 9:30-11:00, 1:30-3:00

Register at: <https://cust.fms.iu.edu/cgi-bin/train/catalog/view?area=Travel>

All at the IMU Whitttenberger Auditorium



Training Plans

- An overview session will be taped and online
- FAQ will be developed
- Individual videos for trips
 - Multi-destination trips
 - Student Travel
 - Non-employee travel
 - Pre-payments through Egencia, etc.
 - Accumulated Mileage



Training Plans

- Lab times in Poplars 183
 - In July after “go-live”
 - For individual help
 - Will announce on the Travel Website and Listserv



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Training Plans

Continued updates through the Travel Listserv





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Chrome River

Coming July 1, 2018