Hello All,

Happy Spring! Please see below for the April 2019 newsletter items. Please distribute this to those in your area who may benefit from this information.

1. **Key Contract reminder:** Coca-Cola is the exclusive beverage provider for the university. If purchasing beverages for an event at a supermarket with the p-card or if getting reimbursed, make sure to only purchase Coca-Cola brand items. This includes soft drinks, bottled water and juices. A product list for reference is [here](#). Another option is to shop through eStores.

2. **P-card security:** P-Card numbers are considered "Restricted" data, as defined by the OSU Institutional Data Policy and should never be sent via unencrypted email. Always check with a vendor to see if there are other options for payment (i.e. ordering over the phone or through a secure website). Physical security of the p-card is also a high priority, so always keep your p-card in a locked drawer when not in use and keep your p-card log updated so its location is known at all times.

3. **Packing Slips:** For any orders please make sure to save and give the packing slip to your admin. This documentation is uploaded to eRequest to ensure products purchased on OSU funding have been received. If no packing slip was included, you can send an email confirming the item’s arrival.

4. **Refueling services at rental car locations:** If you are using a rental car for business travel and need to fill up the gas tank, a gas station should be used. Refueling at a rental car site comes with additional fees and the expense is usually ineligible for reimbursement, as there are less expensive options available. If you have extenuating circumstances, please communicate this to your travel contact when you submit your receipts for reimbursement.

5. **Amazon Deliveries:** All Amazon purchases made through Standard Purchase Request will now be sent to Central Receiving first. Central receiving will then deliver the items to their end destination on campus. This means, the packages may take just a bit longer to arrive in your center than previously.

Thank you,
Sarah

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**The Ohio State University**

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