


PCARD INSTRUCTIONS FOR CARDHOLDERS



Spend Clarity Enterprise

FORMS AND POLICIES

 <https://www.cabrini.edu/about/departments/business-office/procurement/purchasing-card-program>

— Procurement

Bidding

Purchase Order

Purchasing Card Program

Gift Cards

Preferred Vendors

Purchasing Card Program

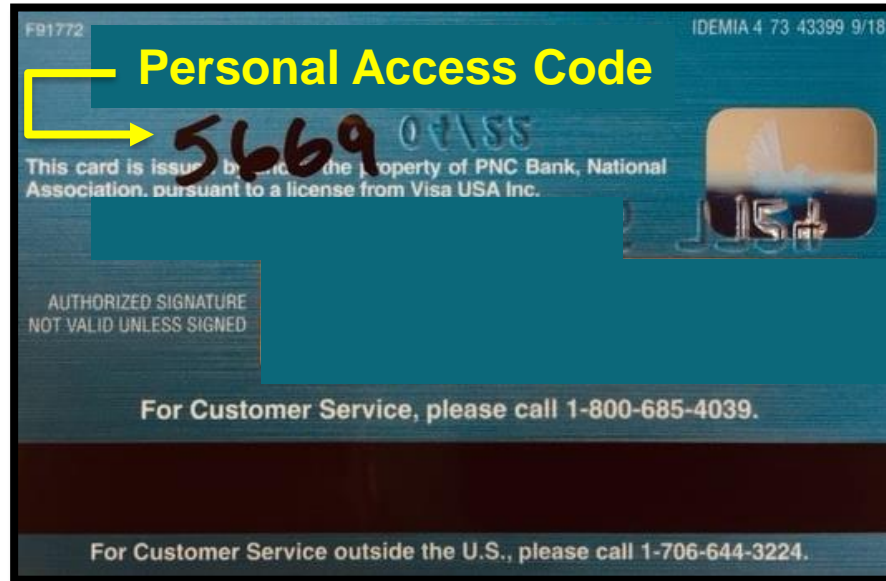
The University provides a purchasing card through PNC bank for qualified employees for their approved business-related purchases. The policies and procedures, application and training materials are available at the links below.

To find out more about this program please contact Liz Kanaras, Procurement Manager (x8283).

- [Purchasing Card Policies and Procedures \(PDF\)](#)
- [PCard Spend Clarity Instructions - Cardholder](#)
- [PCard Spend Clarity Instructions - Approver](#)
- [PCard Spend Clarity Instructions - Mobile](#)
- [PCard PIN Reset Instructions](#)
- [Purchasing Card Application \(PDF\)](#)
- [Purchasing Card Missing Receipt Form \(PDF\)](#)
- [PCARD FY23 Due Dates \(PDF\)](#)
- [Alternative Compensation for Event Speakers & Vendors](#)



PERSONAL IDENTIFYING CODE



PNC Customer Service may refer to this number as the last four digits of your Social Security number.

TAP YOUR CARD TO PAY OPTION

Pay with just a tap using your new card.

Your PNC commercial credit card features contactless technology that lets you pay for business expenditures with greater convenience than ever before.

<p>SPEED Pay in seconds without swiping or inserting your card.</p>	<p>CONVENIENCE Just tap to pay where you see the Contactless Symbol.</p>	<p>SECURITY Get the same level of security when you tap as you do when you insert your chip.</p>
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Tap your card to pay now.

The Contactless Symbol and Contactless Indicator are trademarks owned by and used with permission of EMVCo, LLC. Visa is a registered trademark of Visa International Service Association and used under license. ©2021 The PNC Financial Services Group, Inc. All rights reserved. PNC Bank, National Association. Member FDIC F06-AC62-8 CIB TM PDF 0421-021-1794403

PNC BANK

F98163 210079H 03/21 CE

Customer Service 1-800-685-4039 | Customer Service outside the U.S. 1-706-644-3244

Only for PCards issued after September 1, 2022



PCards issued
BEFORE August 1,
2022

PCards issued
AFTER September 1,
2022



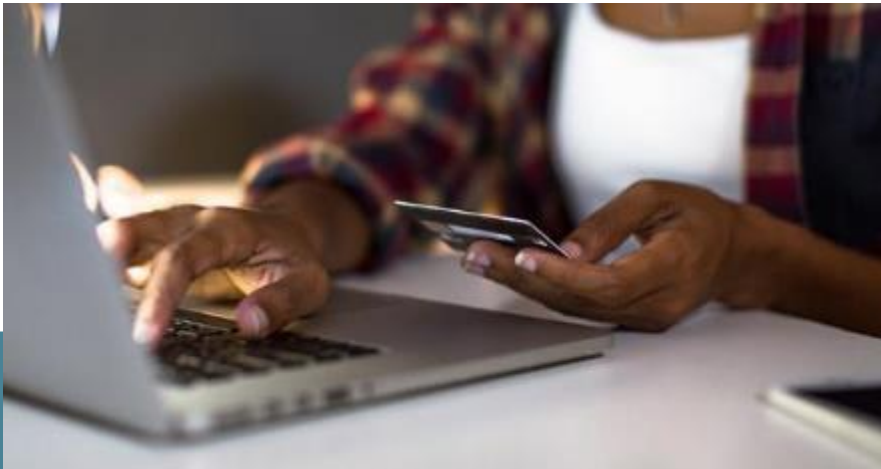
STEP #1 - TELEPHONE ACCOUNT ACTIVATION INSTRUCTIONS

1. Activate your new PCard via Telephone for immediate use.
2. 4-digit “Personal Access Code” is needed for activation and written on the back of your card.
3. You will also be prompted to set up a 3-digit “Personal Identification Number” (PIN).



STEP #2 – PORTABLE COMPUTER ACCOUNT ACTIVATION INSTRUCTIONS

1. Log-in credentials will be emailed from the Program Administrator.
2. Using a desktop computer or a portable laptop, iPad or tablet, follow URL: <https://enterprise.spendclarity.visa.com>.
3. Enter your user-id and temporary password.
4. Retrieve the emailed one-time Two-Factor Authentication Code.
5. Establish a permanent password and review your dashboard.



OPTIONAL - MOBILE APP ACCOUNT ACTIVATION INSTRUCTIONS

1. Must establish your computer account first.
2. Use your user-id and permanent password.
3. Follow the instructions for “MOBILE APP DOWNLOAD AND RECONCILIATION” available on-line.



VISA Mobile App

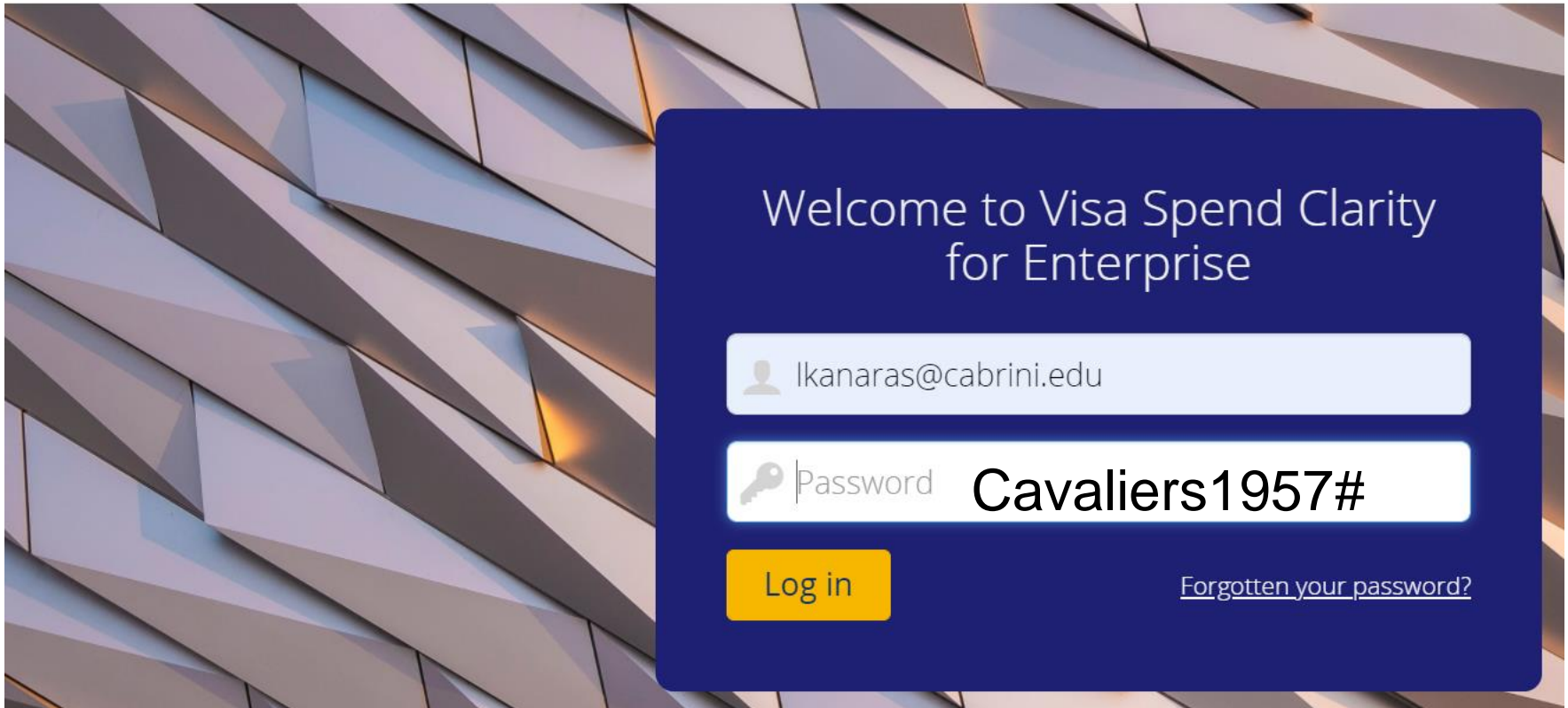


Spend Clarity Enterprise

Manage your spend on the go with Visa Spend Clarity for Enterprise

URL: [HTTPS://ENTERPRISE.SPENDCLARITY.VISA.COM](https://enterprise.spendclarity.visa.com)

VISA Spend Clarity | Enterprise





VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Kanaras, Elizabeth

Two-factor authentication code



Two-factor authentication code



Hello Cabrini University,

You have requested to receive the authentication codes via email for two-factor authentication.

Your authentication code is **19302527**

This code expires at 11:27 AM (GMT-05:00) unless you have requested a new code.

If you are not the intended recipient of this email, contact your administrator immediately.

2ND LAYER OF SECURITY VERIFICATION

VISA Spend Clarity | Enterprise

Enable two-factor authentication

- ✉ Enter the authentication code sent to the email address associated with your profile. If you are unable to retrieve the code or believe you have reached this step in error, you may try logging in again or contact your administrator.

Code 19302527

Verify

[Use other authentication methods](#) ▾



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Kanaras, Elizabeth

Two-factor authentication registration



Two-factor authentication registration



Hello Cabrini University,

Congratulations! You have successfully registered for two-factor authentication.

You have chosen to receive authentication codes via email.

Manage your two-factor authentication from the **Personal Settings** screen.

If you are not the intended recipient of this email, contact your administrator immediately.

SELF-SERVE PASSWORD RESET

Log in

[Forgotten your password?](#)

❗ Login failed. Login credentials may be incorrect or your account may be locked. Try again or contact your administrator.

Password Help

To reset your password, enter your details below.

Submit

[Return to login page](#)



✔ An email with reset instructions has been sent to your registered email address.

If you didn't receive an email:

- Check your junk or spam folder
- Ensure that the username and email address are correct
- Try again or contact your administrator



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Kanaras, Elizabeth

Password reset requested

Password reset requested

09/27/2021



Hello Cabrini University,

A password reset has been requested for your account in VISA Spend Clarity for Enterprise.

[Click here to reset your password](#)

This link is time-sensitive and will expire within 1 hour of this email being sent.

- This link will expire if you successfully reset your password or if password reset fails.
- If the link does not work, request another reset or contact your administrator.
- User accounts locked due to invalid login attempts can be unlocked by resetting the account's password.

Reset Password

ikanaras@cabrini.edu

Enter your username.

Username

Do not set your new password to be your current password, or a common word or phrase, and adhere to the criteria below.

New password

- Contains at least 8 characters
- Does not exceed 16 characters
- Contains a lowercase character
- Contains an uppercase character
- Contains a numeric character

Confirm new password

Save

Do not set your new password to be your current password, or a common word or phrase, and adhere to the criteria below.

.....

- ✓ Contains at least 8 characters
- ✓ Does not exceed 16 characters
- ✓ Contains a lowercase character
- ✓ Contains an uppercase character
- ✓ Contains a numeric character

.....|

Do not use your current password or user ID. Use difficult

- Password has been reset. If you cannot log in with the new password:
 - Ensure you have entered the correct password and try again.
 - Request another password reset.
 - Contact your administrator.



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Kanaras, Elizabeth

Your password has changed



Your password has changed

09/27/2021



Cabrini University,

This is an automated email informing you that your password for VISA Spend Clarity for Enterprise has been changed.

If you did not change your password yourself then please contact your administrator immediately.

If you are not the intended recipient of this email then please delete this email and contact your administrator.

ACCOUNT LOCKED

From: VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Sent: Wednesday, October 13, 2021 9:36 AM

To: |

Subject: Account temporarily locked



Account temporarily locked

10/13/2021 Your user account on VISA Spend Clarity for Enterprise has been temporarily locked due to multiple invalid login attempts.



The login was attempted at 10/13/2021 09:35 AM with the following additional details:

To unlock your user account, |  or contact your administrator.

To unlock your account and reset your password, click the **Forgotten your password?** link on the login screen.



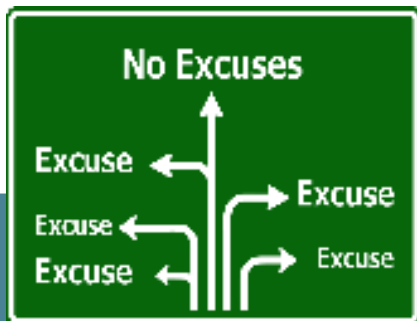
- **Email Program Administrator to unlock your account.**
- **Close all browsers before trying to log-in again.**

COMPUTER TRANSACTION RECONCILIATION INSTRUCTIONS



REMOTE RECONCILIATION FUNCTIONALITY/CAPABILITY

- ✓ Fully Electronic and Paperless Process.
- ✓ Local, Remote and Mobile Access from any PC, Laptop, iPad, Tablet or Cell Phone.
- ✓ Available 24 hours a day, 7 days a week, 365 days a year.
- ✓ Daily automatic daily email notification of open transaction(s) for review and reconciliation.



EMAIL NOTIFICATION OF PENDING TRANSACTION



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

Kanaras, Elizabeth

A Transaction has Posted for Reconciliation

Cabrini University

A transaction has posted to your account. Please log into VISA Spend Clarity for Enterprise for review and reconciliation. Thank you!!

Transactions Requiring Review and Completion

The following transactions are incomplete and need your review.

PNC Bank 1940 - 09/01/2021 to 09/30/2021

09/21/2021	Enterprise Rent-A-Car	- \$ 146.45
------------	-----------------------	-------------




DASHBOARD SHOWING PCARD ACTIVITY

VISA Spend Clarity | Enterprise


Home Accounts Expenses Statements **▼** Reports **▼**

My Actions

 Expense Reports

 Card Expenses

1


 Expense Reports

 Report Outbox

Pinned

To show your favorites here, try pinning items in menus by clicking

MY EXPENSES

 Purchasing Card | ****_****_****-7658

PNC Bank 1940 | VISA | Cabrini University

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
1	2	234.45	4,765.55

Recent Periods **▼**

TRANSACTION(S) FOR RECONCILIATION

VISA Spend Clarity | Enterprise

Home Accounts **Expenses** Statements Statements Reports Reports



Expenses



Filters
1 filters set



Find



Clear selection 1 expenses selected Code selected expenses



Enterprise Rent-A-Car

-146.45 USD


PNC 1940

09/21/2021




STEP #1 – ADD RECEIPT & SUPPORT DOCUMENTS




 Cabrini ▾

✕ Enterprise Rent-A-Car

Amount	Date	Issuer
-146.45 USD	09/21/2021	PNC Bank 1940

Merchant category group
 Auto/Vehicle Rentals


[Link receipt ▾](#)

ADDING A RECEIPT

Unlinked **Linked**

August ➤ Use "Unlinked" if saved to your desktop.



Unlinked **Linked**

September



➤ Use "Linked" if saved using the Mobile app.

EMAILED RECEIPT FROM MERCHANT



askaradmin@ehi.com

Kanaras, Elizabeth

Invoice From Enterprise Rent-A-Car



CP_4DS2NP_550047400344_20210921184938.pdf

69 KB

External Email

Attached please find your Enterprise Rent-A-Car invoice.

Thank you for your prompt payment.

Best regards,
Enterprise Rent-A-Car
egk38@cabrini.edu

File/s Attached with this email:

1) CP_4DS2NP_550047400344_20210921184938.pdf


RECEIPTS AND SUPPORT DOCUMENTS SHOULD BE SAVED IN PDF OR JPEG FORMATS ONLY

CP_4DS2NP_550047400344_2021

C:\Users\egk38\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7JV2Y5N7\CP_4DS2NP_550047400344_...

Office Depot Sirius Facebook Gmail Home - Sunoco Fle...

1 of 1 Page view Read aloud Draw Highlight



801 W DEKALB PIKE
KING OF PRUSSIA, PA 19406-3172

BILL TO

CABRINI UNIVERSITY
ATTN: , Cabrini University
610 KING OF PRUSSIA ROAD
RADNOR, PA - 19087

RENTAL INFORMATION

Date/Time Out 09/11/2021 09:10 AM
Date/Time In 09/13/2021 07:11 AM

Renter
SENNETT, ANDREW

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
WHITE	LTE6786	T3MP	7VBQ9S	5,608	5,651

VIN: 1FBAX2C83MKA64061

CLAIM INFORMATION

Claim# / PO# / RO# 171R2516
Insured

Rental Agreement #: 4DS2NP
Bill Ref #: 5500-4740-0344
Invoice Date: 09/21/2021
Account #: XZ17DU5

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	133.75	133.75
Subtotal			133.75
VEHICLE RENTAL TAX	PCT	2.00	2.68
PTA FEE	1 DAY	2.00	2.00
PA TAX	PCT	6.00	8.02
Total Charges (USD)			146.45

PAYMENTS

Refunds	Visa	-146.45
Payment	Visa	-292.90
Total Payments (USD)		-146.45

Amount Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

RECEIPTS SCANNED AND SAVED ON DESKTOP



Save As

« Desktop » PCARD Receipts

Search PCARD Receipts

Organize New folder

Name	Status	Date modified
Amazon Order Invoice StAC Bingo Prizes 160	✓	7/30/2021
Amazon Prime	✓	1/21/2021
Amazon.com_Digital_Order_Summary_11900	✓	7/2/2021
Amazon_-_golf_cart_battery_charger	✓	6/9/2021
ASA receipt 2021 - stocker	✓	5/27/2021
ASA receipt 2021	✓	5/20/2021

File name: Enterprise Sept 146.45

Save as type: Adobe Acrobat Document

Save Cancel

...che/Content.Outlook/7JV2Y5N7/CP_4DS2NP_5500474003

Read aloud | Draw | Highlight

Rental Agreement #: 4DS2NP
 Ref #: 5500-4740-0344
 Invoice Date: 09/21/2021
 Account #: XZ17DU5

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	133.75	133.75
Subtotal			133.75
VEHICLE RENTAL TAX	PCT	2.00	2.68
SALES TAX FEE	1 DAY	2.00	2.00
SALES TAX	PCT	6.00	8.02
Total Charges (USD)			146.45
PAYMENTS			
Payment	Visa		-146.45
Payment	Visa		-292.90
Total Payments (USD)			-146.45

SENNETT, ANDREW

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	Miles/Kms In
WHITE	LTE6786	T3MP	7VBQ9S	5,608	5,651

VIN: 1FBAX2C83MKA64061

CLAIM INFORMATION

Claim# / PO# / RO#	Insured
17182516	

Amount Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Image Linking

PNC Bank 1940: 09/21/2021 Amount: \$146.45 USD

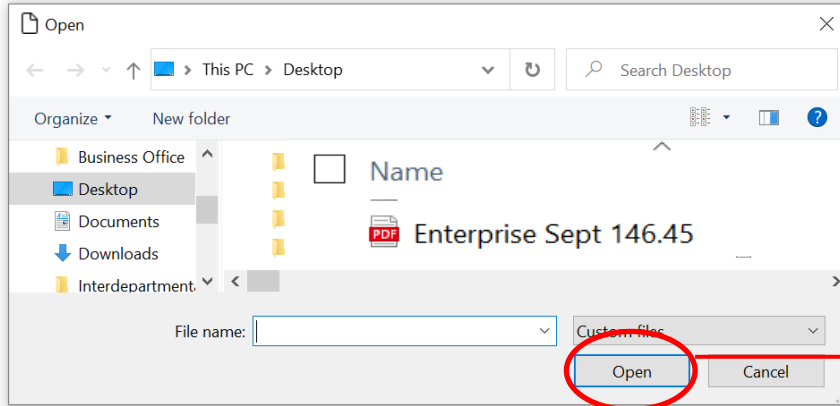


Image Linking

PNC Bank 1940: 09/21/2021 Amount: \$146.45 USD



Success



The following file(s) were successfully uploaded:

Enterprise Sept 146.45.pdf

UNLINK INCORRECT RECEIPT



Image Linking


PNC Bank 1940: 09/21/2021 Amount: \$146.45 USD


 Upload  Upload via Email



Enterprise Sept 146.45.pdf ✕

 Date	Summary	Amount
09/21/2021	Enterprise Rent-A-Car	-146.45 (USD)

 Unlink



Success ✕

Image successfully unlinked

STEP #2 – ADD BUDGET CODES

1

Amount incl 146.45	USD
Tax code	▼
Tax amount 0.00	USD

Fund	<i>designated group by purpose</i>
------	------------------------------------

A required code is missing.

Org	<i>a departmental budget code</i>
-----	-----------------------------------

A required code is missing.

Account	<i>a type of expenditure, e.g., office supplies</i>
---------	---

A required code is missing.

Activity Code	NA	+
---------------	----	---

Fund	1101	×
Org	4216	×
Account	3320	×
Activity Code	+	

STEP #3 – ADD A BUSINESS PURPOSE DESCRIPTION

Expense Description *

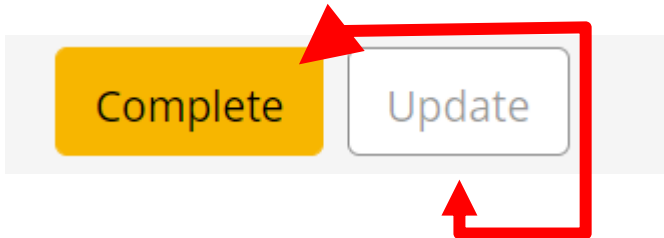
500 characters left

Expense Description *

Van rental for Cross Country meet on |

464 characters left

STEP #4 – CLICK UPDATE AND COMPLETE TO FINISH




**Dashboard
no longer
shows the
Expense**

VISA Spend Clarity | Enterprise

Home Accounts Expenses Statements Statements Reports

+ Expenses

Filters 1 filters set Find


Well done!
There are no expenses that need your attention.

MANDATORY FIELDS FOR ELECTRONIC/PAPERLESS PROCESS

Receipt required.

+

A required code is missing.

Description is required.


MAY THE
FOREST
BE WITH YOU

GENERAL INFORMATION AND INSTRUCTIONS



Purchasing Card Training

Spend Limits for FY23

- \$500 (Single) / \$1,500 (Monthly) > Standard PCard
- \$1,00 (Single) / \$2,500 (Monthly) > Athletics
- \$1,500 (Single) / \$3,500 (Monthly) > Admissions
- **Alternative payment methods such as cash, check, personal credit card or gift card redemption CANNOT BE USED to circumvent University's current processes, policies, reviews or approvals for restricted and declined purchases.**

Tax Exemption Status

- Classified as a non-profit educational institution and exempt from the Pennsylvania Sales and Use Tax.
- Cardholder is responsible to ensure that the seller does not charge PA sales tax on the purchase.
- A Tax Exemption Certificate may be required for on-line merchants and for in-store purchases.
- Email AP@Cabrini.edu to request a tax exempt certificate. Provide merchant name and address.
- Cardholder is responsible for contacting merchant to get applicable tax credited back.

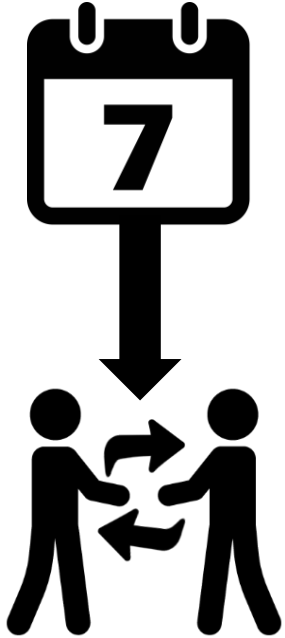
Auditing

- Every PCard transaction by every Cardholder is audited by the Business Office each month to verify the business purpose, budget coding and to protect the University from fraud. The University is also subject to audits conducted by the Commonwealth of Pennsylvania and other governing bodies, including an independent end of fiscal year audit.

MONTHLY REVIEW AND APPROVAL OF ALL TRANSACTIONS

- **Final Cardholder Reconciliation AND Director, Vice President or President Approval must take place NO LATER than 12:00 Midnight SEVEN (7) calendar days after the billing cycle close date.**
- **It is recommended that Cardholder review and reconcile all transactions in a timely manner to facilitate documentation of an accurate business purpose, reduce the incidence of lost receipts, facilitate early detection of fraud and ensure proper budget coding prior to final Director, Vice President or President review and approval.**
- Cardholders and Approvers must review budget coding to ensure the expense is appropriately classified, document the transaction within budget parameters, requirements outlined in the PCard Policies and Procedure and attach any relevant support documentation.
- Unreconciled PCard transactions open on the 8th calendar day after the billing cycle close date will have a temporary suspension placed on their PCard and removed only when the Cardholder submits a scanned receipt with budget codes and business description to the Program Administrator.
- PCard transactions that have not been reconciled and/or approved by the deadline will be automatically allocated by the Business Office.
- The Business Office reviews all expense transactions including PCard charges for final review and approval by the Vice President of Finance and Administration, followed by a migration to Banner with further reporting to the Board of Trustees.

FY24 DUE DATES



July Due > August 7th - (Monday)

August Due > September 7th - (Thursday)

September Due > October 7th - (Saturday)

October Due > November 7th - (Tuesday)

November Due > December 7th - (Thursday)

December Due > January 7th - (Sunday)

January Due > February 7th - (Wednesday)

February Due > March 7th - (Thursday)

March Due > April 7th - (Sunday)

April Due > May 7th - (Tuesday)

May Due > **May 31st** - (Friday)

June Due > TBD



- *Unreconciled PCard transactions open on the 8th calendar day after the billing cycle close date will have a temporary suspension placed on their PCard and removed only when the Cardholder submits a scanned receipt with budget codes and business description to the Program Administrator. NO EXCEPTIONS*

ALL RECEIPTS MUST BE ITEMIZED SHOWING:

- Merchant Name
- Merchant Address
- Date of Purchase
- Item(s) Purchased
 - Amount(s)

Receipts

SAMPLE RECEIPT

02/22/2012 03:18:35 PM
02/22/2012

02/22/2012 03:18:35 PM
02/22/2012

02/22/2012 03:18:35 PM
02/22/2012

- Itemized Receipt must be obtained for all purchases
- Vendor
- Date of Purchase
- Description
- Unit price and quantity
- Transaction total

Sign each receipt and include with Statement at end of cycle

REJECTED

APPROVED

Receipts – MUST be Itemized

FRONT PAGE (202)256-9533

PLEASE LEAVE THIS COPY FOR SERVER

Date: 02/22/2012 Time: 03:18:35 PM
Status: Approved
Card Number: XXXXXXXXXXXXX
Expiration Date: **/**
Server: JOSH CAJOK
Check Number: 10024
Table Number: 3052
Persons: 1

AMOUNT 15.95

I AGREE TO COMPLY WITH THE CARDHOLDER AGREEMENT

Customer Signature

Please leave this copy for server!!!

Welcome to Mel's

Check #: 0001 12/20/11
Server: Josh F 4:28 PM
Table: 3/11 Guests: 2

2 Beef Burger (\$9.55/ea) 19.90
SIDE: Fries
1 Bud Light 3.75
1 Bud 4.50

Sub-total 28.15
Sales Tax 2.90
TOTAL 30.05

Balance Due 30.05

Thank you for your patronage!

Both of these are examples of unacceptable receipts. The invoice on the left is not itemized. The invoice on the right includes Alcohol.
ALCOHOL MAY NOT BE PURCHASED!!!

LOST OR MISSING ITEMIZED RECEIPT FORM

- **ALL transactions listed on your dashboard require reconciliation including CREDIT and FRAUDULENT charges.**
- **Cardholder is to contact the merchant either by phone, internet or in person and request another copy of the receipt.**
- **Each fraudulent transaction requires this form and any other support documentation from the merchant or bank.**



Cabrini University

Purchasing Card Lost or Missing Itemized Receipt Form

This form is to be completed as support documentation only if the actual itemized receipt is lost or missing and only if the merchant cannot produce a duplicate. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. This form is to be uploaded with the monthly electronic reconciliation process.

LOST/MISSING

CREDIT

FRAUD

- **Please use one form for each line item transaction that requires an itemized receipt.**

- <https://www.cabrini.edu/about/departments/business-office/procurement/purchasing-card-program>

DECLINING CARD PURCHASES

- ✓ Always check your card balance prior to making purchases.
- ✓ Email the Program Administrator for a temporary increase 48 hours prior to the purchase.
- ✓ PIN may be needed for certain merchants such as Walmart, Dollar Stores, Lowe's and Hotels.
- ✓ When prompted for a PIN – select credit, other option, sign for purchase or ask the check-out staff to override the debit function and run the card as credit or ask for help.
- ✓ PIN is not used to withdrawal cash.
- ✓ Program Administrator does not have access to PIN's.
- ✓ Contact PNC to request a replacement PIN.



OTHER SERVICES

- ✓ Amazon Business Purchases
- ✓ Check Requests
- ✓ Contracts and Agreements
- ✓ Events and Guest Speakers
- ✓ Furniture Requests
- ✓ Gift Card Purchase Requirements
- ✓ Grants and Special Funds
- ✓ Memberships and Dues Approval
- ✓ Mileage Reimbursement
- ✓ Mobile Food Trucks
- ✓ Office Supplies with Office Depot
- ✓ PPE Needs and Concerns
- ✓ Preferred Vendors
- ✓ Purchase Orders
- ✓ Repairs and Service Agreements
- ✓ Software and Computer Purchases
- ✓ Travel with Enterprise Car Rental

**THE FOLLOWING PAYMENTS MUST BE MADE USING A
CHECK REQUEST AND NOT A PCARD**

- **Event Guest Speakers**
 - **Event Vendors**
 - **Mobile Food Trucks**
- **External Event Venues such as Restaurants,
Sport & Entertainment Complexes**
 - **Deposits and Full Payments**

Employees of the University are to be paid through Payroll.

ALTERNATIVE COMPENSATION FOR EVENT GUEST SPEAKERS OR VENDORS

Guest Speakers or Vendors that request their compensation fee to be waived, reduced and/or paid in a different form (directly or indirectly) require the written approval of the Vice President of Finance and Administration PRIOR to agreeing to the alternative payment method and paid via a check request.

Alternative compensation methods such as Gift Cards, Contributions and Donations or purchases made in the guest speaker or vendor's name or someone else's name and purchased using a Cabrini issued PCard or a personal credit card are Not Permitted.



CABRINI UNIVERSITY PURCHASING CARD PROGRAM

*I hope you enjoyed this presentation.
Please feel free to contact me with
any questions.*



Presented by
Liz Kanaras
Procurement Manager
610-902-8283
egk38@cabrini.edu