



September 1, 2020

TO: Texas A&M AgriLife Business Contacts

SUBJECT: **Payment Card Deadline Reminder**

Please share with appropriate staff.

Reminder that Payment Card transactions posted to Concur prior to September 1, 2020 must be imported to an expense report and approved by 5:00 P.M. on Wednesday September 2, 2020.

If you have any additional questions, please contact Jay Avila at 979-845-6147 or jay.avila@ag.tamu.edu.

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