

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Job Elephant Invoices for Advertising
Date: Tuesday, April 23, 2024 3:18:19 PM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

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Sent On behalf of: ProCard Office

Hi Campus Partners,

Effective April 23, 2024, please process Job Elephant invoices for advertising via **ProCard**.

- Please ensure that a copy of the ad is included in the monthly ProCard Reconciliation packet.
- A requisition and purchase order are only required for an HR unlimited posting subscription.

If you have any questions, please contact pcard@csusm.edu or mfernandez@csusm.edu.

Thank you!
ProCard Office