

To: All ProCard cardholders, funding reviewers, proxies and approvers

Subject: Business Operations to Distribute ProCards effective Monday, January 24, 2022

Date: Wednesday, January 5, 2022

The ProCard Office is excited to announce that we have partnered with Business Operations to assist with distributing ProCards and will take effect on **Monday, January 24, 2022**.

When a cardholder receives their “*Card Available for Pickup*” email, the Business Operations card pickup location will be stated in the email.

Business Operations has two convenient locations, one on the Belknap Campus and one on the Health Sciences Campus (HSC). Both locations are open Monday-Friday 8:30am-4:00pm.

- The Belknap Office is located in the Miller Information Technology Center (MITC) Room 02C
- The HSC Office is located in the Kornhauser Library (Instructional Building 55A) Room 105

If you have any questions, please contact the ProCard Office at procard@louisville.edu.

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Director, ProCard and Procurement Systems