



RIAS PROCURE-TO-PAY

Description: Procure-to-Pay Year End Schedule

The Procure to Pay application will not be available from 7:00 p.m. on June 30th thru mid day on July 1 for year end closing and new year begin activities. Until this process is complete, **you will not be able to create or approve requisitions**.

We will notify you as soon as the Procure-to-Pay system is ready for new fiscal year activities.

Thank you for your patience.

Please do not respond to this message. Direct any questions or concerns to Creighton Pfeifer at ipfeifer@rci.rutgers.edu .

Date: June 27, 2006

Time: 8:14 am