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**Foundation Announcements  
P-Card and Payment Updates  
Tuesday, May 14, 2019**

**Urgent P-Card Holder Request**

Attention all Foundation and Sponsored Program P-card holders,

Your US Bank Access Online will **require an additional authentication step beginning June 8, 2019**. All online users will be required to answer an identity verification question as a part of the login process.

Please update your three authentication questions before this change takes effect to ensure there is no interruption to your online access.

**Instructions:** To do so, login to US Bank, navigate to **My Personal Information**, click on **Password** and select three Authentication Questions and provide answers accordingly.

Please email [csantoya@csuchico.edu](mailto:csantoya@csuchico.edu) or [cjrichmond@csuchico.edu](mailto:cjrichmond@csuchico.edu) if you have any questions, thank you!

**Payment Update**

RF Accounts Payable would like you to be aware that due to commencement and the approach of fiscal year end, the volume of check requests has increased and may impact and vary payment turnaround times. Check requests marked as pickup will continue to receive a call when ready.

Please note that check requests received with incomplete backup, missing signatures, or follow-up questions will be delayed.

If you have any questions or concerns, please contact [rfaccountspayable@csuchico.edu](mailto:rfaccountspayable@csuchico.edu).



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