

DATE: March 24, 2017

TO: Agency Addressed (No. 30, 2016-2017)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: AGENCY PURCHASING CARD ADMINISTRATORS' MEETING

The Statewide Purchasing Card Administrator's Office will host an Agency Purchasing Card Administrators' meeting on Monday, April 24, 2017, from 2:00 p.m. to 4:00 p.m. The meeting will be held at the Winewood Office Complex - Building 4 (1317 Winewood Boulevard).

Due to space limitations, agencies are requested to send no more than two representatives. A conference line will be reserved for those who cannot attend in person. Please email the Statewide Purchasing Card Administrator's Office at PCardReporting@myfloridaCFO.com for the conference line information or additional information about the meeting.