

Sent: September 13, 2016
To: purchmerge distriburion list
From: purchmerge@list.pitt.edu

Update: Email Notification Process for Check Pick-up Requests

On Thursday, September 15, 2016, the PantherExpress Payment Processing and Compliance Department is changing the notification process for check pick-up requests made through the PantherExpress System.

Beginning Thursday, we will be using an **email notification process** for check pick-up requests. This will replace the phone calls from PantherExpress Customer Service notifying you of a check to pick up.

The emails will come from WM_EXP@pitt.edu, and they will inform the requester when the check will be available for pick-up. Please ensure that this email will not go to your spam email folder.

When picking up your check, please bring appropriate identification and a copy of the notification email. If the check is not claimed within 10 business days, the check will be sent to the payee via US Mail.

Thank you,

University of Pittsburgh-PantherExpress