



### Attention WolfMart Users:

Stony Brook University Procurement Department is excited to announce that W.B. Mason can now support P-Card payments for WolfMart orders. Effective August 1, 2019, **State Visa Procurement Cardholders** should select their P-Card as a payment method when ordering from W.B. Mason in WolfMart. If you do not currently have a State Visa Procurement Card, you will continue to have the ability to forward your shopping cart to a user within the department that is a P-Card holder. Please be aware that W.B. Mason has changed the way the send out order-related emails. W.B. Mason will now be sending all order status updates (order acknowledgements, invoices, credits, etc.) to the email address referenced on the order. This will be for all shoppers (both State and Research Foundation). If you place an order using your P-Card, you should **keep** these emails as support for your monthly P-Card certification. If your order was **not** placed with a P-Card, you can delete/disregard these invoice emails.

To apply for a State Visa Procurement Card, please review the [guidelines](#) and [application](#), & obtain necessary approvals prior to submission. If you are using **Research Funds**, you should continue to follow the current purchasing procedures and will **not** select a credit card for the billing/payment option within WolfMart.

**Please Note:** All purchases must be made in accordance with [NYS Procurement Card Guidelines](#), SUNY, and Campus Policy.

Attached, please find detailed instructions to assist WolfMart users in successfully completing a W.B. Mason requisition using their State P-Card as the payment method. For WolfMart related questions, please call (631) 632-6010, email [WolfMart\\_Help@stonybrook.edu](mailto:WolfMart_Help@stonybrook.edu), or visit our [WolfMart Training Site](#).

Thank you.