

Subject: use of credit card
From: Silvana Medica <s.medica@ictp.it>
Date: Wed, 19 May 2010 10:23:19 +0200
To: allotment@ictp.it, requisitioners@lists.ictp.it

Dear allotment holders,

This is to inform you that following a recent, external fraud attempt to the Centre's VISA credit card (luckily the fraud was immediately discovered and the card blocked), and as per recent auditors' strong recommendation, the official ICTP credit card will be used only in cases of proven urgency and when no other type of payment (wire transfer for ex.) is accepted by the supplier. We kindly invite you to plan with adequate advance your purchases, as this will allow the Procurement Office to contact the suppliers and negotiate alternative payment methods. Your collaboration will be highly appreciated.

Dag Harald Johannessen

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