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INFORMS Users,

Please see the latest status update.

- **PO Dispatch**
  - The “Unauthorized” statement on the PO Dispatched Report has been resolved.
- **PO Workflow**
  - The Temp Services pending POs have been reset. Please proceed with approving the POs.
  - The INFORMS Team is working on the Cross BU POs pending Grant approval update.
- **Punchout**
  - The INFORMS Team is working with Office Depot on the Units of Measure that are unavailable in INFORMS.
- **Open Support Sessions**
  - Please check the INFORMS [Calendar](#) for details on all INFORMS support sessions by module / process area. All support sessions are open for anyone to attend.
- **New Job Aids**
  - [Searching for Suppliers](#) (see attached)
  - [Receipts](#) (see attached)
  - [Searching for INFORMS Role](#) (see attached)
- **Reminder for all INFORMS Security Requests**
  - The Department Director and / or Designee must authorize the security request form by providing their signature.

Thank you,  
INFORMS Team

*For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>*