



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

April 5, 2022

To: PCard Holders, Card Reconcilers and Card Approvers  
From: Michael Logan, Director of Procurement Services  
Re: FY22 - PCard Fiscal Year End Deadlines

As we approach the end of FY22 it is time to begin the fiscal year-end preparations. Below is helpful information and guidance to ensure that PCard transactions are processed and appropriately charged.

- PCards will remain open for allowable purchases during the fiscal year end transition.
- Some entities will not charge your PCard until items have shipped or services performed.
- June 2022 Cycle includes **Post Dated** transactions: **05/26/2022 - 06/25/2022**.
- All transactions must post to the PCard and be processed by the bank on or before **June 25<sup>th</sup>** or they will be debited from FY23 funds.
- Transactions made after June 15<sup>th</sup> may not post before **June 25<sup>th</sup>**.
- **During the month of June, it is advised to reconcile daily to ensure a more accurate accounting of your funds.** This will also allow departmental reconcilers the opportunity to identify missing charges and contact suppliers if necessary.
- Please be mindful when reconciling that the correct fund/account combinations have been allocated. As a reminder, transactions are 100% reconciled only after the designated Approver has approved the transaction in Works.

#### **FY22 Year End Timeline**

- **June 25** - Last day of statement. Any transactions that **post** to PCards on this day will be available for reconciliation in Works no later than **June 29<sup>th</sup>**. \*Purchase date may differ from the post date.
- **June 26** - New PCard statement period begins. Any transaction posted June 26 and after will be debited from FY23 funds.
- **June 29 - Deadline for reconciling PCard transactions in Works for FY22.** No reconciliation extensions can be granted. **All transactions must be reconciled AND approved by 11:59 pm on this date.**
- **June 30** - All transactions not reconciled AND approved by 11:59 pm on June 29<sup>th</sup>, will be swept by the PCard Administrator.

Please direct all questions to Valerie Nall at 336-334-4461 or [pcard@uncg.edu](mailto:pcard@uncg.edu).

Thank You,

Michael Logan  
Director, Procurement Services