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 25th or they will be debited from FY23 funds.
- Transactions made after June 15th may not post before June 25th.
- 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 29th. *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 29th, will be swept by the PCard Administrator.

Please direct all questions to Valerie Nall at 336-334-4461 or pcard@uncg.edu.

Thank You,

Michael Logan
Director, Procurement Services