To: Purchasing card system users & approvers

As the fiscal year end approaches, please remember that only those purchasing card transactions which are reallocated and approved through the on-line system by June 30 can be paid with current year funds.

Transactions must be posted to the vendor’s merchant bank by Friday, June 25, to be available in our on-line reconciliation system for processing. This is NOT the same as the transaction date; post dates are one or more days after the transaction date, depending on how often the vendor is posting transactions to their merchant bank.

IMPORTANT DATES:

- **Friday, June 25**: Transactions must be POSTED to the vendor’s merchant bank (this is one or more days AFTER the transaction date).
- **Wednesday, June 30**: P-card system users receive the last new batch of transactions that may be paid with FY10 funds. To be considered FY10 business, p-card transactions must be reallocated AND approved by this date.

Approved p-card transactions are posted twice a week to the WebFM system, and on the last day of the fiscal year. Transactions approved on Friday, Monday or Tuesday will appear in WebFM on the following Thursday; transactions approved on Wednesday or Thursday will appear in WebFM on the following Monday.

If you have questions, please feel free to contact me.

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Help prevent credit card fraud! Please do NOT transmit purchasing card numbers via email. We NEVER need a card number to locate a cardholder record. For security purposes, the p-card system does not contain a cardholder’s complete card number.