

## Lackore, Lesley A [PURCH]

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**From:** Lackore, Lesley A [PURCH] [llackore@iastate.edu]  
**Sent:** Monday, June 14, 2010 2:40 PM  
**Cc:** Russell, Shari J [PURCH]; Sassman, Stacy N [PURCH]; Thomas, Lisa A [PURCH]  
**Subject:** P-card fiscal year end reminder

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.**