To: Purchasing Card Cardholders, Reconcilers, and Approvers
From: Emily Hermon, Manager, Accounts Payable
Subject: FY17 Year End Purchasing Card Reconciliation Process
Date: May 15, 2017
CC: Tammy Slusser, Joey Bennett

As part of the fiscal year end process, all purchasing card reconciliations for the June cycle must be completed by July 7, 2017 at 5 p.m.

Note that:

- The June cycle includes all transactions with post dates from June 2 through July 3, 2017.

- Orders placed using the p-card during the final days of the cycle may not post during the cycle and thus will not post to fiscal year 2017.

- Should you have unreconciled transactions (i.e., unallocated, unreviewed, and/or unapproved) beyond this deadline, the following steps will be taken:
  - The transactions will be charged to your departmental index under the office supplies account (72017).
  - You will be required to once again complete purchasing card cardholder or approver training.
  - Your suspended card will not be reactivated until the above training is complete or July 17, whichever is later.

- You do not need to wait until the cycle ends in order to start the reconciliation process. Transactions can be reconciled in PaymentNet throughout the month as they appear.

Thank you for your cooperation and adherence to this important fiscal year end deadline. If you have questions or need further information, please contact Joey Bennett or Emily Hermon at pcard@kent.edu.