

To Cardholders and Transaction Approvers -

Did you know:

- Year-End is around the corner. Per the FY22 cut-off memo from Mary Kaye Bailey, VP for Finance & Administration dated 2/3/22, P-Card Transactions on State accounts (FD129, FD137, FD138, FD139) or Grant accounts (FD501-FD503) that expire 6/30/22 cannot be made after **4/25/22**.

Example: When you enter your Worktag in Workday, look at the Fund number. In the example below, the account entered is identified as Fund: FD129 State Appropriations. The state accounts as well as grant accounts ending on 6/30/22 as listed above, should not be used for P-Card purchases made after 4/25/22.

*Unit	*Cost Center	*Additional Worktags
<ul style="list-style-type: none">× CSN26 CSN School of Science and Mathematics	<ul style="list-style-type: none">× CC1332 CSN Department of Biological Sciences	<ul style="list-style-type: none">× Function: FN12 General Academic Instruction× Fund: FD129 State Appropriation-College of Southern Nevada× Program: PG09079 CSN Biological Sciences

If you have other types of funds that don't end on June 30, 2022, please continue to use your P-Card as usual. Don't wait until the end of the cycle to **verify** your transactions. It is best practice to verify your transactions throughout the month.

- Office Depot orders under \$50.00 are charged a delivery fee. To avoid this fee, we encourage cardholders to place orders once your total order exceeds \$50.00.