

P-Card: Did You Know (Year-End Deadline & Manual Revisions)

Did you know:

- Important Year-End Reminder - Per the FY23 cut-off memo from Mary Kaye Bailey, VP for Finance & Administration dated 2/9/23, P-Card Transactions on State accounts or Grant accounts that expire 6/30/23 cannot be made past **4/25/23**. This includes all State operating accounts with funds (FD129, FD137, FD138, FD139) and Grant accounts (FD501-FD503) ending on June 30, 2023.

Example:

When you enter your Worktag in Workday, look at the Fund number. In this example, the account entered is identified as Fund: FD129 State Appropriations. The state accounts as well as grant accounts ending on 6/30/23 as listed above, should not be used for P-Card purchases made after 4/25/23.

*Unit	*Cost Center	*Additional Worktags
CSN17 CSN Office of Facilities Management	CC0089 CSN Facilities Management-Technical Services	Function: FN70 Operation and Maintenance of Plant Fund: FD129 State Appropriation-College of Southern Nevada Program: PG05711 CSN Technical Services

If you have other types of funds to spend besides the ones mentioned above, please continue to use your P-Card as usual.

- The P-Card User's Manual was recently revised and is available on the P-Card web site (<https://www.csn.edu/askpcard>). It is highly recommended that all Cardholders and Transaction Approvers review the revised manual.

Below are a couple of manual revisions.

- **VI. Ordering Guidelines B. Spend Category/Commodity Approval Required Purchases (refer to 14 and 15 of the manual):**
 - Computer Software - By completing the online Technology/Software Questionnaire at this site (<http://www.csn.edu/askpcard>) the OTS and Purchasing department will approve the online form.
- **G. Restrictions - General Restricted Use of P-Card (refer to page 21 of the manual):**
 - Copy Paper (Standard White 8 ½" X 11") (contact Auxiliary Services to order this size copy paper)
 - Furniture (i.e., chairs, desk, bookcases, sit stand tables, shelving units, file cabinets, etc.); Facility Related Items (i.e., cork & white boards, carts, vacuums, mops, appliances, space heaters, fans, etc.); Fixtures (Capital Improvement Projects and any equipment that will be installed requiring water, power, drainage and/or special handling) (submit request through CSN Facilities Portal-Work Order Request)

We appreciate your time in reading this email.

