

Nilsen, Leslie-Ann

From: Nilsen, Leslie-Ann
Sent: Tuesday, May 14, 2019 3:21 PM
Subject: P-Card Program - Did you know? Year End Reminder

Did you know:

Important Year-End Reminder:

- Per the FY 2019 year-end cut-off memo from Mary Kaye Bailey, VP for Finance & Administration dated 3/4/19, P-Card Transactions on State accounts or Grant accounts that expire on 6/30/19 cannot be made past **4/25/19**.

This means all State operating accounts with Funds (FD107–FD129) and Grant accounts with Funds (FD501-FD503) ending on June 30, 2019.

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 6/30/19 as listed above, should not be used for P-Card purchases made after 4/25/19.

*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

Let me know if you have any questions regarding this.

Sincerely,
Leslie Nilsen
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If you have a P-Card emergency, please contact JP Morgan Chase at 1-800-270-7760.