

## Nilsen, Leslie-Ann

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**From:** Nilsen, Leslie-Ann  
**Sent:** Wednesday, March 14, 2018 1:28 PM  
**Subject:** P-Card Program - Did you know?  
**Attachments:** fiscal\_year\_cut-off\_dates\_memo\_2018.pdf

\*\*\*THIS IS AN INFORMATIONAL EMAIL TO ALL P-CARD HOLDERS AND TRANSACTION APPROVERS\*\*\*

### *Did you know:*

- ❖ *To All –*
  - Our Fiscal Year End is coming up soon. **April 25<sup>th</sup> (Transaction Date)** is the cut-off for **ONLY State Operating accounts** (FUND: FD107-FD129) and **Grant accounts** (FUND: FD501-FD503) ending on June 30, 2018 on the P-Card. **Please be mindful that not all merchants charge your P-Cards on the day of your purchase**, they may batch their charges before they submit them to the bank to save on fees and your purchase won't necessarily hit your P-Card account until the next day or so. **Please plan your purchases accordingly!** **CONTINUE TO USE THE P-CARD FOR ALL OTHER APPROVED ACCOUNTS (example: Soft Funds or Grants that do not expire on 6/30/18).** *\*\*\*Let me know if you have any questions regarding this.\*\*\**
  - Communication with the P-Card department is very important! Please contact us if you have any questions, comments or concerns. If we send you an email request, please respond. We wish to have an open line of communication with you. If you have any issues, we can usually resolve them.
- ❖ *To Direct Supervisors (Transaction Approvers) –* If you are Reviewing a P-Card Transaction and need to request changes from the Cardholder, please use the **Send Back** button and request the changes. **Do Not Use the Deny button, this will cause issues for the Finance Department.**
- ❖ *To Cardholders –*
  - If you receive a **Refund**, please **Verify** it to the same **Spend Category, Worktag, and Detail Code** if applicable as the **Original** purchase. The refund transaction needs to balance out the original charge.
  - Please be mindful of your **Billing Cycle Deadlines**. Don't wait until the end of the cycle to **Verify** your Transactions. It is best practice to Verify your transactions throughout the month. If you will be out of the office, please plan ahead and make sure your transactions are **Verified** before you leave. The **Billing Cycle Calendar** can be found on our website at <https://www.csn.edu/askpcard>.
  - Reminder, **Services** are restricted from the P-Card without Purchasing's approval so you should not be selecting a Services Spend Category. I know it is sometimes difficult to find an appropriate Spend Category, you can always contact me and we can find one that best suits your purchase.

I appreciate your time in reading this email. Contact me if you have any questions, comments or concerns.  
Have a great day!

Sincerely,  
Leslie Nilsen  
PCard Coordinator  
CSN Purchasing Department  
702-651-4346  
[leslie.nilsen@csn.edu](mailto:leslie.nilsen@csn.edu)  
<https://www.csn.edu/askpcard>

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