



## Important Announcement Regarding FY 2022 End Dates

July 12, 2022 is the deadline for June P Card Reconciliation and Approval. ***This allows only 5 business days to reconcile June P Card Statements.***

### FY 2022 P Card Schedule:

June 24	- All purchases to be posted on June statement should be made prior to this date. Charges made after this date are at a greater risk of posting in the new year. P card charges CANNOT be moved to a different statement/accounting period.
July 6	- Statements available in IRIS. Please watch for the ListServ announcement.
<b>July 12</b>	<b>- Deadline for reconciliation and card document approval.</b>
July 13	- Any documents not reconciled and approved will be posted to the default accounts on the card.

**Please note:** There will be a limited amount of time to make corrections to accounts and GLs after the period closes. Please try to make sure that all p card documents are distributed correctly prior to the 7/12 deadline.

## How to prepare:

### Cardholder:

- Sign up for [Global Card Access](#)
  - o See charges as they are made
  - o Access a bank statement for the card as early as July 1 to begin organizing and matching receipts
- Make end of year purchases as far in advance as possible to reduce the number of receipts and transactions for June where possible, and to reduce the likelihood of charges appearing in FY23.

### Verifier:

- **Consider setting a deadline of July 1 for cardholders to submit all receipts and the BOA statement from Global Card Access**
  - o On July 1 begin matching to the bank statement. You will still need the signed IRIS statement once it becomes available.
  - o Write essential information on the statement or face of each receipt (cost center, GL, business purpose, etc.) to make distribution go faster.
  - o Scan attachments ahead of time if possible so that they are ready to attach in IRIS

Please reach out to our office with any questions or concerns at [ap\\_cardadmin@tennessee.edu](mailto:ap_cardadmin@tennessee.edu)