

## Year-End Procedures for Approving Purchasing Card Transactions in PaymentNet

P-Card transactions must be allocated and authorized in a timely manner. All Pcard transactions posted in PaymentNet should be approved by June 30, 2008 so that they can be appropriately expensed in FY08. (NOTE: For prepaid expenses such as airfare, conference registrations, etc. please see the [Purchasing Card Link](#) under Year End. Goods must be received as of June 30th to be accrued to FY08. All other Pcard transactions posted after June 30th to be accrued to FY08 must be approved no later than 4:30 p.m. on July 11<sup>th</sup>, 2008. Also, please do not approve transactions that have occurred after June 30th that are associated with FY09 until July 21<sup>st</sup>. We will be doing year-end adjustments until that time and do not want to inadvertently map transaction to the wrong fiscal year. (Unless you have some stragglers transactions that you are waiting to charge to FY08, transactions in PaymentNet do not need approval during the period of June 30th – July 21<sup>st</sup>).

