

P-Card Charges for FY18 and FY19

American Express P-Card Charges in the 6/14/18-7/13/18 Cycle

Approver Cut Off - Friday 7/20

Please note that the transactions from the July cycle that closes July 13, 2018, will be applied to FY18 or FY19 based on the date in the American Express CAR tool (displayed next to the individual charge on the data tab).

****If there are charges on your pcard that need to be moved to a different Fiscal Year, please click the appropriate form link below. ONLY requests that are submitted with all information on the form filled in will be considered. Please note that ONLY individual charges of \$500.00 or more in the July cycle can move fiscal years.****

JUNE 2018 CAR (Corporate Account Reconciliation) Tool charge that should be applied to FY19 (JUNE TRANSACTION DATES ONLY).

1. Complete the allocation and approval within the reconciliation tool FIRST.
2. Create a new e-mail (one email per p-card) with the card name in the subject line, and attach the completed [JUNE PCARD MOVE REQUEST FORM](#).
3. Send e-mail to Card Programs, cardprograms@slu.edu (Medical Center Finance departments must copy Karen Baxter at karen.baxter@health.slu.edu) by **Friday, July 20**.

Charges will NOT be moved unless all information on the forms is provided and approval is received from the appropriate Commitment Office.

JULY 2018 CAR Tool charge that should be applied to FY18 (JULY TRANSACTION DATE ONLY).

1. Complete the allocation and approval with the reconciliation tool FIRST.
2. Create a new e-mail (one email per p-card) with the card name in the subject line, and attach the completed [JULY PCARD MOVE REQUEST FORM](#).
3. Send e-mail to Card Programs, cardprograms@slu.edu (Medical Center Finance departments must copy Karen Baxter at karen.baxter@health.slu.edu) by **Friday, July 20**.

Charges will NOT be moved unless all information on the forms is provided and approval is received from the appropriate Commitment Office.

The Controller's Office will then apply these charges to FY18 or FY19 as applicable.

In order to have charges with a JUNE '18 date applied to FY 19 or JULY '18 date applied to FY 18, complete forms must be received NO LATER THAN FRIDAY, JULY 20.

Do not send an email if the fiscal year does not need to be changed or if the charge is less than \$500.00.