



Reed pcard <pcard@reed.edu>

ACTION: July PCard Reconciling Time

1 message

Reed pcard <pcard@reed.edu>

Fri, Jul 12, 2024 at 5:00 PM

To: Cardholders <cardholders@groups.reed.edu>

Dear All,

The current cycle which includes both fiscal year (FY) 2024 and 2025 expenses, ends on July 15th. It is time to reconcile and submit your PCard expense report for July.

Please note, in order to close FY24, there is a quick turnaround for both submitting and approving the expense reports.

Each role (cardholders/account group managers and level managers) has 2 days to complete their responsibilities.

- **Cardholders/account group managers:**

- Reconcile and submit your 7/15 expense report (no later than 7/17/24).
- Be sure to choose the correct cycle (**Jun - Jul 6/16 - 7/15/24**) to ensure all the transactions are captured in your expense report.
- **IMPORTANT:** Please add the applicable fiscal year before each description, e.g. FY24 MEALS, or FY25 LODGING

- **Level Managers:**

- Approve your department's 7/15 expense reports (**no later than 7/19/24**).
- All descriptions, accounting, and charges will be posted, *as submitted*, on 7/19/24; no corrections or changes will be made.

- **Subscribe to our reconciler calendar!**

- **Subscribe to our approver/level manager calendar!**

Thank you, all, for your diligence in ensuring the College funds are stewarded appropriately and that we maintain compliance with our receipts and accounting.

Please reach out with questions, we are here to help.

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The Business Office PCard Team
Reed College
(503)777-7505