REED COLLEGE                                    **Reed pcard <pcard@reed.edu>**

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# ACTION: June PCard Reconciling Time
1 message

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**Reed pcard** <pcard@reed.edu>                    Fri, Jun 14, 2024 at 5:45 PM
To: Cardholders <cardholders@groups.reed.edu>

Dear All,

The current cycle ends on June 15$^{th.}$ It is time to reconcile and submit your PCard expense report for June.

This is a reminder to meet the following, important deadlines. Failure to complete your monthly reconciliations on time may result in the loss of your PCard, per your cardholder agreement.

### *IMPORTANT DEADLINES*

- **Cardholders/account group managers:**

  - Reconcile and submit your 6/15 expense report **(no later than 6/20/24)**.
  - Be sure to choose the correct cycle **(May - Jun 5/16 - 6/15/24)** to ensure all the transactions are captured in your expense report.

- **Level managers**:

  - Approve your department's 6/15 expense reports (**no later than 6/26/24**).

- **Fiscal year end:**

  - Please visit our website: https://www.reed.edu/business/index.html#business-office-news for information regarding the fiscal year end.
  - *Attached* is next month's message that will be sent to this cardholder group in July.

- Did you know?
  - Once the 6/15 expense report is submitted, cardholders and account group managers may begin to add receipts and start reconciling the next expense report for the July 15$^{th}$ cycle.
  - This is a great way to be ready for the quick turnaround in July!
  - Cardholders and account group managers may work on the July expense report, throughout the entire month.
    - *Be sure to select the same expense report each time edits are 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

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