

P-Card Transactions Requiring FY26 Funds

This form is used for FY27 p-card transactions that require the use of FY26 funds. No action is required if FY27 funds can be used for FY26 transactions.

Please note the following requirements:

- Receipt must have a date of August 31st or prior
and
- Bank postdate must be September 1st or later
- Sufficient FY26 funds are available

Please send to disbursements@sfasu.edu by **5:00 p.m. on September 4, 2026.**

A copy of the itemized receipt, itemized invoice, or order confirmation must be attached to this form.

Receipt Information	
Date Purchased	
Transaction Amount	
Vendor	
Cardholder Name	
Last Four Digits of Card	

Detailing Information				
Fund	Org	Account Code	Prog	Amount