

P-Card Transactions Requiring FY23 Funds

This form is used for FY24 P-Card transactions that require the use of FY23 funds. No action is required if FY24 funds can be used for FY23 transactions.

Please note the following requirements:

- Receipt has a date of August 31st or prior
and
- Bank post date of September 1st or later
- Sufficient FY23 funds are available

Please send to pcard@sfasu.edu by 5:00 p.m. on September 8, 2023.

A copy of the receipt, invoice, or order confirmation must be attached.

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

Detailing Information				
Fund	Org	Account Code	Prog	Amount