

# P-Card Transactions Requiring FY21 Funds

This form is used for FY21 p-card transactions that require the use of FY21 funds. No action is required if FY22 funds can be used for FY21 transactions.

Please note the following requirements:

- Receipt has a date of August 31<sup>st</sup> or prior  
**and**
- Bank post date of September 1<sup>st</sup> or later
- Sufficient FY21 funds are available

Please send to [pcard@sfasu.edu](mailto:pcard@sfasu.edu) by **5:00 p.m. on September 10, 2021.**

**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