



PCard & Travel Card August 2019 Newsletter

What's
New!

The Controller's Office, in coordination with **Procurement and Business Services**, wants to remind you that **Fiscal Year 2020** has been opened for entry. You may begin placing requisitions for goods and services that will be ordered and received after **9/1/2019**. Please ensure that you change the accounting date on the requisition to **9/1/2019** for funds to pull from the FY20 budget period. Failure to do so will cause your requisition to pull from current FY19 funds.

Please contact our office at the numbers below if you have any questions or concerns.

(936) 294-1894 or (936) 294-4669

Travel

- End of FY19 is coming to a close (8/31/19) and all travel card transactions need to be reconciled in a timely manner. **Review all pending transactions** located in **Chrome River eWallet** and process the appropriate expense report(s).
- Review Open Encumbrances by Org using FGIOENC in Banner. A list of Encumbrances including amount will appear. You can drill down to the details by highlighting the encumbrance number and selecting F3 keyboard key.
- Travel that occurs next fiscal year (FY20) can be submitted for approval to obtain the Early bird special pricing by creating a Pre-Approval in Chrome River and selecting the box Travel Next Year.

PCard

- The final FY19 billing cycle for the PCard will end on **September 3, 2019** at midnight. You may begin generating your Expense Reports on **Friday, September 6th**. All transactions (state, agency, grant, and local) must be reconciled and submitted in Chrome River by Monday, **September 9, 2019 at 3:00pm**. *NOTE: The reports are due early due to end of year processing.*
- Any transactions utilizing **State Appropriated funds** during this billing cycle will be paid from FY 20 funds.
- Transactions on non-appropriated funding that are not fully reconciled and submitted by the deadline of September 9th will be applied to FY 19 departmental funds so the bill can be paid on time.
- Any transaction that does not post to your account during this billing cycle will be paid out of FY 20 funds.



**Deadline to submit July Travel Expense Report
August 31, 2019**

**Deadline to submit August PCard Report
August 15, 2019**

For cycle dates 07/04/19 -08/03/19



Contact Information

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