

# P-Card Transactions Requiring FY24 Funds

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This form is used for FY25 P-Card transactions that require the use of FY24 funds. No action is required if FY25 funds can be used for FY24 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 FY24 funds are available
  
- **Please send to [pcard@sfasu.edu](mailto:pcard@sfasu.edu) by 5:00 p.m. on September 4, 2024.**

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

Receipt Information	
<b>Date Purchased</b>	
<b>Transaction Amount</b>	
<b>Vendor</b>	
<b>Cardholder Name</b>	
<b>Last Four Digits of Card</b>	

Detailing Information				
Fund	Org	Account Code	Prog	Amount