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## FISCAL YEAR END 2024 Fact Sheet

### JP Morgan Purchasing Card

**Department Use:** Deadlines to reallocate JP Morgan purchasing card transactions are listed below. Departments are encouraged to re-allocate on a daily basis. If a department is unable to re-allocate prior to the deadline and wishes to correct the funding chartfields that posted, the department must submit a journal voucher prior to the journal voucher deadline. Please contact PPS at [UND.pps@UND.edu](mailto:UND.pps@UND.edu) for additional guidance.

Keep in mind that purchases made near the end of the month may or may not post to that month based on the vendor's processing guidelines. Example: a purchase made by a UND employee with a purchasing card on June 28 may not post to JP Morgan until July. This is a July transaction and will post to the next fiscal year.

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<b>May 31</b>	Last day to reallocate JP Morgan purchasing card transactions from May 1 – May 15
<b>June 5</b>	Last day to reallocate JP Morgan purchasing card transactions from May 16 – May 31
<b>June 12</b>	Last day to reallocate JP Morgan purchasing card transactions from June 1 – June 6
<b>June 19</b>	Last day to reallocate JP Morgan purchasing card transactions from June 7 – June 13
<b>June 26</b>	Last day to reallocate JP Morgan purchasing card transactions from June 14 – June 23
<b>July 3</b>	Last day to reallocate JP Morgan purchasing card transactions from June 24 – June 28