

FISCAL YEAR END 2023 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 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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| May 31 | Last day to reallocate JP Morgan purchasing card transactions from May 1 – May 15 |
| June 7 | Last day to reallocate JP Morgan purchasing card transactions from May 16 – May 31 |
| June 14 | Last day to reallocate JP Morgan purchasing card transactions from June 1 – June 6 |
| June 21 | Last day to reallocate JP Morgan purchasing card transactions from June 7 – June 13 |
| June 28 | Last day to reallocate JP Morgan purchasing card transactions from June 14 – June 20 |
| July 7 | Last day to reallocate JP Morgan purchasing card transactions from June 21 – June 30 |