



# University of Wisconsin-Eau Claire

105 Garfield Avenue, P. O. Box 4004, Eau Claire, WI 54702-4004

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**April 1, 2011**

**NOTICE:** Fiscal Year End Dates of Importance for Purchasing and Purchasing Travel credit card users

Below is information regarding deadlines for Fiscal Year end activities:

1. PURCHASING PROCUREMENT CARD and TRAVEL PROCUREMENT CARD – The last charges for **FY11** will be on the statement for the period ending **June 24, 2011**. All subsequent statements will be posted in **FY12**. Keeping this date in mind, you may want to discontinue using your credit card after the second week of June in order to allow time for your purchase to post to the credit card.
2. TRAVEL EXPENSE REPORTS – Must be in Accounts Payable by 4:30 pm on Friday, **June 10, 2011** to be charged to **FY11** budgets.

NOTE: This means that all charges must be posted to the credit card statement by **June 24<sup>th</sup>** (not charged). If you are charging close to the cutoff date of **June 24<sup>th</sup>**, please insure the vendor posts your charge by **June 24<sup>th</sup>**. Otherwise, those charges will be incurred in **FY12**.

Please contact someone in the Accounts Payable or Purchasing Department if you have any questions regarding these deadlines.

Vickie Gardner  
Accounts Payable Manager  
Phone: 715-836-4528  
Email: [gardnevl@uwec.edu](mailto:gardnevl@uwec.edu)