

# Year-End Deadlines for Accounts Payable and Purchasing Cards (PCards)

Business Office / Year-End Processing

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## Overview

To ensure timely processing of payments and compliance with year-end financial close procedures, all transactions must be **fully approved, received, and reconciled before June 30** of the current fiscal year.

The Business Office requires sufficient time to review and process submissions prior to the fiscal close.

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## Recommended Year-End Deadlines

### Accounts Payable (Invoices & A-19 Forms)

- **Invoice Submission Deadline: June 20**
  - **Goods/Services Must Be Received By: June 30**
  - **Requirements:**
    - Submit a valid invoice
    - Include a completed and approved **A-19 form** with correct coding
  - **Note:** Invoices submitted after June 20 or for goods/services received after June 30 may be charged to the next fiscal year.
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### PCard Transactions

To ensure purchases are recorded in the correct fiscal year:

- **Last Day to Make PCard for Purchases: May 31**
- **All PCard Purchases Must Be Received by: June 30** to be charged to the current fiscal year
- **Deadline to Reconcile/Submit Receipts in PCard System: June 28**
  - All receipts must be uploaded
  - Transactions must be fully coded and submitted
  - Supervisor approvals must be complete

 *Purchases made after May 31 or received after June 30 may post in the next fiscal year.*

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## Summary of Key Dates

Item	Deadline	Notes
Invoice Submission	June 20	Must include completed A-19 form
Goods/Services Received	June 30	For current fiscal year charges
Last Day to Use PCard	May 31	Purchases must be made by this date

Item	Deadline	Notes
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PCard Purchases Received	June 30	Purchases must arrive by this date
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PCard Reconciliation Due	June 28	Receipts, coding, and approvals complete
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## **Contacts**

- **Accounts Payable Questions:** [accountspayable@wvc.edu](mailto:accountspayable@wvc.edu)
- **PCard Questions:** [purchasing@wvc.edu](mailto:purchasing@wvc.edu)