

**Subject: IMPORTANT: PCard & T&E Card Transactions 2023-2024**

### **PCard and T&E Card Transactions**

- Ensure reconciliation is completed by **4:30 pm Tuesday, March 26, 2024**
- All PCard vouchers and T&E expense claims must be approved in PeopleSoft by all reviewers by **12:00 pm (noon) Wednesday, March 27, 2024.**
- Project and Department budget owners must review their work list and approve all PCard vouchers and T&E expense claims in PeopleSoft by **4:30 pm Thursday, March 28, 2024.**

Your attention to these activities will allow us to better manage our yearend workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

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*Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2023/2024 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.*