



Year-End Information and Agency Action Items for Credit Cards

Credit Cards – Year-end

Payment

- BSC will make every effort to pay the Citibank March 6, 2015 Procurement/Net card and the March 22, 2015 Travel card bills by the OSC deadline of March 26, 2015. These bills will be paid from 2014-15 funds and agencies should ensure there are adequate funds available in their clearing accounts to pay these bills.

Deadline for P-card/Net-card Reconciliation

- March 13, 2015 is the deadline for cardholders to reconcile P-card/Net-card transactions and ensure proper posting of the reconciliation vouchers by fiscal year-end. Agencies should be encouraging all cardholders to reconcile their transactions through the March 6, 2015 cycle close. The BSC will make every effort to process all reconciliation vouchers for reconciled transactions prior to the OSC deadline. The BSC will notify all agencies of any reconciliation vouchers with budget errors by March 17, 2015. Agencies must provide updates no later than March 24, 2015 to ensure vouchers are able to post by OSC before year-end. Any vouchers not fully posted by OSC on March 27, 2014 will be deleted and the transactions that correspond to that voucher will be reset to a “verified” status and require the approval process again. Agencies should be monitoring the impact of these transactions against their cash ceiling.

Credit Cards – New Year

- Once SFS has resumed operations on or about April 16, 2015, the BSC will process the Citibank April 6, 2015 bills using 2014-15 funds. Beginning with the April 22, 2015 travel and the May 6, 2015 P-card/Net-card bills, fiscal year 2015-16 will be used.