**If the Business Center reconciles your card, send your receipt via email to your reconciler and put the originals in the mail**

**If a traveler submits a TEV on 6/26/2020, they must be available for any need corrections the following week**

**END-OF-YEAR DEADLINES**

- Purchasing need the following request by June 19th to ensure processing by end of the fiscal year
  - IRIs, ETR, Invoices
- Remember if you want a purchase to be on this Fiscal Year you must receive it before June 30th.
- Keep p-card reconciled as the transactions are completed, you do not have to wait until the end of the month to reconcile.

Thank you all for your help closing out this Fiscal Year and all your help during this time of social distancing.