

PROCUREMENT CARD PROGRAM-IMPORTANT YEAR END INFORMATION

- Transactions in the June bank billing cycle that runs from **05/28/2026 to 06/29/2026** will be paid for the current **Fiscal Year 2026**.
- Transactions must **post** in VISA Spend Clarity by **06/29/2026** to be paid for the current fiscal year 2026.
- **Approvers:** Please ensure transactions in the **June billing cycle ending on 06/29/2026** contain the correct budget information and approved by **07/02/2026 at 12:00PM**. The cardholder's default accounting unit will be used in the event of a blank or inactive Accounting Unit in VISA Spend Clarity. Any accounting unit changes made in VISA Spend Clarity after the 12pm deadline will not be booked in Lawson to that budget.
- We highly encourage all transactions be made as soon as possible to ensure they are posted in VISA Spend Clarity by June 29, 2026.
- Please use account code **1810 (prepaid expense)** for any charge in the June or prior billing cycle that is an expense to be paid in **FY2027**.