



## MEMORANDUM

### Office of Fiscal Services

**TO:** Campus Community

**FROM:** Karen Hardy  
Interim Director, Fiscal Services

**DATE:** March 9, 2022

**SUBJECT:** Fiscal Year-End Calcard Cut-off

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The fiscal 2021-2022 year ends on June 30, 2022. This year we are continuing to use the Calcard cut-off procedure. **No charges to the Calcards for travel or supplies during the period of June 15<sup>th</sup> through June 30<sup>th</sup>** should be made. This is necessary to ensure that the Calcard charges are posted in the proper fiscal year.

For those traveling during that time period, we recommend prepaying as much as possible. Airline tickets, registration fees, and many other costs can be paid ahead of time. If submitted timely, we can also prepay for hotel stays. My recommendation is to submit these requests to Fiscal Services at least two weeks prior to travel. Please contact myself or Renee Reyes with questions regarding this.

Any reimbursements for this period of time need to be submitted in a timely manner. All reimbursements that need to post to fiscal year 2021-2022 must be submitted by July 25<sup>th</sup> to be recorded in this fiscal year. After July 25<sup>th</sup> they will be recorded in fiscal 2022-2023.

Please feel free to contact me at extension 2450 or [karen.hardy@vvc.edu](mailto:karen.hardy@vvc.edu) if you have questions regarding this memo.