



Controller's Office

Purchasing Card "D" clearing funds

If the charges on the purchasing card will be reallocated to different funds, you may wish to establish a separate designated fund for clearing the charges. All transactions will be charged to the separate D fund when first recorded, and the department will then clear the charges to the appropriate fund-org-account each month.

In the event that the charges remain in the clearing D fund at the end of the fiscal year, the Controller's office will move the charges to the department's main operating fund (typically A1) after the departmental second close deadline. This is necessary in order to ensure that all expenses are matched to the correct fiscal year budget. The only transactions recorded in these funds are purchasing card charges and reallocations. A purchasing card clearing D fund may be closed if a department does not routinely reallocate the charges on a monthly basis.

This does **not** apply to outstanding travel and entertainment charges. Any charges for travel that have not been completed are treated as travel advances at year-end and must be cleared in the following fiscal year.

Signing this application acknowledges that any outstanding charges in your clearing D fund will be transferred to your department's budget at year-end.

Printed Name

Signature

Department

Title

Date