



## MAY 2019

### CMU BUSINESS CREDIT CARD DEADLINE FOR FISCAL YEAR 2018-2019

Credit card charges posted to your CMU Business Credit Card account on or before Monday, June 24<sup>th</sup>, will be charged to the current fiscal year (2018-2019). Charges posted to your CMU Business Credit Card account on Tuesday, June 25<sup>th</sup> or later, will be charged to the new fiscal year (2019-2020). Transactions normally post within two to four business days of the purchase, but this lag time can vary between vendors. **Be sure to make end of the year purchases early enough that they post to your credit card account prior to the end of the statement period.** For all other fiscal year-end deadlines, please refer to the FY End 2019 – Cutoff Dates document located in the lower right hand corner of the opening page of the [Contracting and Purchasing Services](#) website.

ADDITIONAL NOTE –The deadline to update your CMU Business Credit Card transactions in ActivePay for statement period 5-25-19 to 6-24-19 is Friday, June 28<sup>th</sup> at 5:00 PM. Keep in mind that you can log in to ActivePay anytime during the month and review/update your transactions.

### CMU BUSINESS CREDIT CARD SECURITY

During the summer months many CMU employees take extended vacations or are on a leave of absence. If you are away from campus for a period of time this summer remember to keep your CMU Business Credit Card in a secure place. If a staff member will be accessing the card in your absence, stress to them the importance of keeping the card secure. Many offices or departmental areas are lightly staffed or closed intermittently during the summer months. Always be mindful of the value of your CMU Business Credit Card and vigilant in securing it.

### Reminder – May ActivePay Deadline is Friday, May 31, 2019 at 5 PM

#### Statistics for April (03/26/19 to 04/24/19)

Total Spend	\$1,233,489.45
Total Number of Transactions	5,926
Average Charge	\$208.15
Open Credit Cards	1,189
Cards with Activity	780

Thanks,



#### Payroll & Travel Services

Warriner Hall 204/205 | Central Michigan University | Mount Pleasant, MI 48859

P: 989-774-3525 or 6944 | E: [Travel@cmich.edu](mailto:Travel@cmich.edu)