

2009-10 Procurement Card Dates

Attention Procurement Card Holders: This is your yearly calendar of key dates for the Procurement Card.

25th of the month

Tentative date the Procurement card transactions will be available in CMS make changes and write notes. The date may be adjusted for weekends or holidays.

4th Business day of the next month

Reconciliations/ adjustments of charges must be completed by the close of the business day. After this day card holders can still print their statement from the ProCard Completed Inquiry page.

7th Business day of the next month

Signed and completed statements are due in Procurement and Contract Services (zip-6008) by the close of the business day.

May 2009 Statement (May 23, 2009-June 22, 2009)

Please note: Transactions posted by the merchant after May 22, 2009 will be posted in the 09/10 fiscal year.

June 25, 2009	Transactions available in CMS
July 6, 2009	Reconciliations/adjustments must be complete by 4:00 p.m.
July 10, 2009	Statements are due in Procurement and Contract Services by 4:00 p.m.

June 2009 Statement (June 23, 2009-July 22, 2009)

July 27, 2009	Transactions available in CMS
August 6, 2009	Reconciliations/adjustments must be complete by 4:00 p.m.
August 11, 2009	Statements are due in Procurement and Contract Services by 4:00 p.m.

July 2009 Statement (July 23, 2009-August 22, 2009)

August 26, 2009	Transactions available in CMS
September 4, 2009	Reconciliations/adjustments must be complete by 5:00 p.m.
September 10, 2009	Statements are due in Procurement and Contract Services by 5:00 p.m.

August 2009 Statement (August 23, 2009-September 22, 2009)

September 25, 2009	Transactions available in CMS
October 6, 2009	Reconciliations/adjustments must be complete by 5:00 p.m.
October 9, 2009	Statements are due in Procurement and Contract Services by 5:00 p.m.

September 2009 Statement (September 23, 2009-October 22, 2009)

October 27, 2009	Transactions available in CMS
November 5, 2009	Reconciliations/adjustments must be complete by 5:00 p.m.
November 12, 2009	Statements are due in Procurement and Contract Services by 5:00 p.m.

October 2009 Statement (October 23, 2009-November 22, 2009)

November 25, 2009 Transactions available in CMS
December 8, 2009 Reconciliations/adjustments must be complete by 5:00 p.m.
December 11, 2009 Statements are due in Procurement and Contract Services by 5:00 p.m.

November 2008 Statement (November 23, 2009-December 22, 2009)

Please note dates adjusted for the winter break closure)

January 4, 2010 Transactions available in CMS
January 11, 2010 Reconciliations/adjustments must be complete by 5:00 p.m.
January 14, 2010 Statements are due in Procurement and Contract Services by 5:00 p.m.

December 2009 Statement (December 23, 2009-January 22, 2010)

January 25, 2010 Transactions available in CMS
February 4, 2010 Reconciliations/adjustments must be complete by 5:00 p.m.
February 9, 2010 Statements are due in Procurement and Contract Services by 5:00 p.m.

January 2010 Statement (January 23, 2010-February 22, 2010)

February 25, 2010 Transactions available in CMS
March 4, 2010 Reconciliations/adjustments must be complete by 5:00 p.m.
March 9, 2010 Statements are due in Procurement and Contract Services by 5:00 p.m.

February 2010 Statement (February 23, 2010-March 22, 2010)

March 25, 2010 Transactions available in CMS
April 6, 2010 Reconciliations/adjustments must be complete by 5:00 p.m.
April 9, 2010 Statements are due in Procurement and Contract Services by 5:00 p.m.

March 2010 Statement (March 23, 2010-April 22, 2010)

April 26, 2010 Transactions available in CMS
May 6, 2010 Reconciliations/adjustments must be complete by 5:00 p.m.
May 11, 2010 Statements are due in Procurement and Contract Services by 5:00 p.m.

April 2010 Statement (April 23, 2010-May 22, 2010)

Please note: Transactions posted by the merchant after May 22, 2010 will be posted in the 10/11 fiscal year.

May 26, 2010 Transactions available in CMS
June 4, 2010 Reconciliations/adjustments must be complete by 4:00 p.m.
June 9, 2010 Statements are due in Procurement and Contract Services by 4:00 p.m.

May 2010 Statement (May 23, 2010-June 22, 2010)

Please note: Transactions posted by the merchant after May 22, 2010 will be posted in the 10/11 fiscal year.

June 25, 2010 Transactions available in CMS
July 6, 2010 Reconciliations/adjustments must be complete by 4:00 p.m.
July 9, 2010 Statements are due in Procurement and Contract Services by 4:00 p.m.

