

Attention: Procurement Card holders

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

25th of each month

Procurement card transactions will be available in CMS. Card holders can access CMS to make changes and write notes. **Please note: Dates may be adjusted for weekends or holidays.**

4th business day of the next month

Reconciliation / adjustment of charges must be completed by 5:00 p.m. 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 Accounts Payable by the close of the business day.

May 2008 Statement (May 23, 2008-June 22, 2008)

June 25, 2008	Transactions available
July 7, 2008	Reconciliations / adjustments must be complete by 4:00 p.m. (Date adjusted for holiday closure)
July 10, 2008	Statements are due in Accounts Payable by 4:00 p.m.

June 2008 Statement (June 23, 2008-July 23, 2008)

July 25, 2008	Transactions available
August 6, 2008	Reconciliations / adjustments must be complete by 4:00 p.m.
August 11, 2008	Statements are due in Accounts Payable by 4:00 p.m.

July 2008 Statement (July 23, 2008-August 22, 2008)

August 26, 2008	Transactions available
September 5, 2008	Reconciliations / adjustments must be complete by 5:00 p.m.
September 10, 2008	Statements are due in Accounts Payable by 5:00 p.m.

August 2008 Statement (August 23, 2008-September 22, 2008)

September 25, 2008	Transactions available
October 6, 2008	Reconciliations / adjustments must be complete by 5:00 p.m.
October 9, 2008	Statements are due in Accounts Payable by 5:00 p.m.

September 2008 Statement (September 23, 2008-October 22, 2008)

October 27, 2008	Transactions available
November 6, 2008	Reconciliations / adjustments must be complete by 5:00 p.m.
November 12, 2008	Statements are due in Accounts Payable by 5:00 p.m. (Date adjusted for holiday closure)

October 2008 Statement (October 23, 2008-November 22, 2008)

November 25, 2008 Transactions available
December 4, 2008 Reconciliations / adjustments must be complete by 5:00 p.m.
December 9, 2008 Statements are due in Accounts Payable by 5:00 p.m.

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

(Please note dates adjusted for the winter break closure)

January 2, 2009 Transactions available
January 9, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
January 14, 2009 Statements are due in Accounts Payable by 5:00 p.m.

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

January 26, 2009 Transactions available
February 5, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
February 10, 2009 Statements are due in Accounts Payable by 5:00 p.m.

January 2009 Statement (January 23, 2009-February 22, 2009)

February 25, 2009 Transactions available
March 5, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
March 10, 2009 Statements are due in Accounts Payable by 5:00 p.m.

February 2009 Statement (February 23, 2009- March 22, 2009)

March 25, 2009 Transactions available
April 6, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
April 9, 2009 Statements are due in Accounts Payable by 5:00 p.m.

March 2009 Statement (March 23, 2009-April 22, 2009)

April 27, 2009 Transactions available
May 6, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
May 11, 2009 Statements are due in Accounts Payable by 5:00 p.m.

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

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

May 26, 2009 Transactions available
June 4, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
June 9, 2009 Statements are due in Accounts Payable by 5:00 p.m.

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

June 25, 2009 Transactions available
July 6, 2009 Reconciliations / adjustments must be complete by 5:00 p.m.
July 9, 2009 Statements are due in Accounts Payable by 5:00 p.m.