

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

### **24<sup>th</sup> of the month**

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

### **4<sup>th</sup> 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.

### **5<sup>th</sup> Business day of the next month**

Procard file will be closed.

### **7<sup>th</sup> 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. **Please do not send the statements to AP.**

### **January 2017 Statement (December 23, 2017-January 22, 2017)**

January 23, 2017      Transactions available in CFS  
February 7, 2017      Reconciliations/adjustments must be complete by 5:00 p.m.  
February 9, 2017      Statements are due in Procurement and Contract Services by 5:00 p.m.

### **February 2017 Statement (January 23, 2017-February 22, 2017)**

February 23, 2017      Transactions available in CFS  
March 7, 2017      Reconciliations/adjustments must be complete by 5:00 p.m.  
March 9, 2017      Statements are due in Procurement and Contract Services by 5:00 p.m.

### **March 2017 Statement (February 23, 2017-March 22, 2017)**

March 23, 2017      Transactions available in CFS  
April 7, 2017      Reconciliations/adjustments must be complete by 5:00 p.m.  
April 11, 2017      Statements are due in Procurement and Contract Services by 5:00 p.m.

### **April 2017 Statement (March 23, 2017-April 22, 2017)**

April 24, 2017      Transactions available in CFS  
May 5, 2017      Reconciliations/adjustments must be complete by 5:00 p.m.  
May 9, 2017      Statements are due in Procurement and Contract Services by 5:00 p.m.

### **May 2017 Statement (April 23, 2017-May 22, 2017)**

**Please note: Transactions posted by the merchant after May 22, 2017 will be posted in the 17/18 fiscal year.**

May 23, 2017      Transactions available in CFS  
June 7, 2017      Reconciliations/adjustments must be complete by 4:00 p.m.  
June 9, 2017      Statements are due in Procurement and Contract Services by 4:00 p.m.

### June 2017 Statement (May 23, 2017-June 22, 2017)

**Please note: Transactions posted by the merchant after June 22, 2017 will be posted in the 17/18 fiscal year.**

June 23, 2017 Transactions available in CFS  
July 10, 2017 Reconciliations/adjustments must be complete by 4:00 p.m.  
July 12, 2017 Statements are due in Procurement and Contract Services by 4:00 p.m.

### July 2017 Statement (June 23, 2017-July 22, 2017)

July 25, 2017 Transactions available in CFS  
August 4, 2017 Reconciliations/adjustments must be complete by 4:00 p.m.  
August 8, 2017 Statements are due in Procurement and Contract Services by 4:00 p.m.

### August 2017 Statement (July 23, 2017-August 22, 2017)

August 23, 2017 Transactions available in CFS  
September 8, 2017 Reconciliations/adjustments must be complete by 5:00 p.m.  
September 12, 2017 Statements are due in Procurement and Contract Services by 5:00 p.m.

### September 2017 Statement (August 23, 2017-September 22, 2017)

September 23, 2017 Transactions available in CFS  
October 7, 2017 Reconciliations/adjustments must be complete by 5:00 p.m.  
October 11, 2017 Statements are due in Procurement and Contract Services by 5:00 p.m.

### October 2017 Statement (September 23, 2017-October 22, 2017)

October 24, 2017 Transactions available in CFS  
November 7, 2017 Reconciliations/adjustments must be complete by 5:00 p.m.  
November 9, 2017 Statements are due in Procurement and Contract Services by 5:00 p.m.

### November 2017 Statement (October 23, 2017-November 22, 2017)

November 23, 2017 Transactions available in CFS  
December 7, 2017 Reconciliations/adjustments must be complete by 5:00 p.m.  
December 11, 2017 Statements are due in Procurement and Contract Services by 5:00 p.m.

### December 2017 Statement (November 23, 2017-December 22, 2017)

**Please note dates adjusted for the winter break closure)**

December 22, 2017 Transactions available in CFS  
January 9, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.  
January 11, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

### January 2018 Statement (December 23, 2018-January 22, 2018)

January 23, 2018 Transactions available in CFS  
February 7, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.  
February 9, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

### February 2018 Statement (January 23, 2018-February 22, 2018)

February 23, 2018 Transactions available in CFS  
March 7, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.  
March 9, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

### March 2018 Statement (February 23, 2018-March 22, 2018)

March 23, 2018 Transactions available in CFS  
April 7, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.  
April 11, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

### April 2018 Statement (March 23, 2018-April 22, 2018)

April 24, 2018 Transactions available in CFS  
May 5, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.  
May 9, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

### May 2018 Statement (April 23, 2018-May 22, 2018)

**Please note: Transactions posted by the merchant after May 22, 2018 will be posted in the 18/19 fiscal year.**  
May 23, 2018 Transactions available in CFS  
June 7, 2018 Reconciliations/adjustments must be complete by 4:00 p.m.  
June 9, 2018 Statements are due in Procurement and Contract Services by 4:00 p.m.

### June 2018 Statement (May 23, 2017-June 22, 2018)

**Please note: Transactions posted by the merchant after June 22, 2018 will be posted in the 18/19 fiscal year.**  
June 23, 2018 Transactions available in CFS  
July 10, 2018 Reconciliations/adjustments must be complete by 4:00 p.m.  
July 12, 2018 Statements are due in Procurement and Contract Services by 4:00 p.m.