

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

24th 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.

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.

5th Business day of the next month

Procard file will be closed.

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. **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.