

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.**

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 25, 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.

July 2018 Statement (June 23, 2018-July 22, 2018)

July 24, 2018	Transactions available in CFS
August 7, 2018	Reconciliations/adjustments must be complete by 5:00 p.m.
August 9, 2018	Statements are due in Procurement and Contract Services by 5:00 p.m.

August 2018 Statement (July 23, 2018-August 22, 2018)

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

September 2018 Statement (August 23, 2018-September 22, 2018)

September 25, 2018	Transactions available in CFS
October 5, 2018	Reconciliations/adjustments must be complete by 5:00 p.m.
October 9, 2018	Statements are due in Procurement and Contract Services by 5:00 p.m.

October 2018 Statement (September 23, 2018-October 22, 2018)

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

November 2018 Statement (October 23, 2018-November 22, 2018)

November 26, 2018 Transactions available in CFS
December 7, 2018 Reconciliations/adjustments must be complete by 5:00 p.m.
December 11, 2018 Statements are due in Procurement and Contract Services by 5:00 p.m.

December 2018 Statement (November 23, 2018-December 22, 2018)

(Please note dates adjusted for the winter break closure)

January 2, 2019 Transactions available in CFS
January 8, 2019 Reconciliations/adjustments must be complete by 5:00 p.m.
January 10, 2019 Statements are due in Procurement and Contract Services by 5:00 p.m.

January 2019 Statement (December 23, 2018-January 22, 2019)

January 23, 2019 Transactions available in CFS
February 7, 2019 Reconciliations/adjustments must be complete by 5:00 p.m.
February 11, 2019 Statements are due in Procurement and Contract Services by 5:00 p.m.

February 2019 Statement (January 23, 2019-February 22, 2019)

February 25, 2019 Transactions available in CFS
March 7, 2019 Reconciliations/adjustments must be complete by 5:00 p.m.
March 11, 2019 Statements are due in Procurement and Contract Services by 5:00 p.m.

March 2019 Statement (February 23, 2019-March 22, 2019)

March 25, 2019 Transactions available in CFS
April 8, 2019 Reconciliations/adjustments must be complete by 5:00 p.m.
April 10, 2019 Statements are due in Procurement and Contract Services by 5:00 p.m.

April 2019 Statement (March 23, 2019-April 22, 2019)

April 23, 2019 Transactions available in CFS
May 7, 2019 Reconciliations/adjustments must be complete by 5:00 p.m.
May 9, 2019 Statements are due in Procurement and Contract Services by 5:00 p.m.

May 2019 Statement (April 23, 2019-May 22, 2019)

Please note: Transactions posted by the merchant after May 22, 2019 will be posted in the 19/20 fiscal year.

May 23, 2019 Transactions available in CFS
June 7, 2019 Reconciliations/adjustments must be complete by 4:00 p.m.
June 11, 2019 Statements are due in Procurement and Contract Services by 4:00 p.m.

June 2019 Statement (May 23, 2019-June 22, 2019)

Please note: Transactions posted by the merchant after June 22, 2019 will be posted in the 19/20 fiscal year.

June 25, 2019 Transactions available in CFS
July 9, 2019 Reconciliations/adjustments must be complete by 4:00 p.m.
July 11, 2019 Statements are due in Procurement and Contract Services by 4:00 p.m.