

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.**

### **July 2015 Statement (June 23, 2015-July 22, 2015)**

July 23, 2015	Transactions available in CFS
August 7, 2015	Reconciliations/adjustments must be complete by 4:00 p.m.
August 11, 2015	Statements are due in Procurement and Contract Services by 4:00 p.m.

### **August 2015 Statement (July 23, 2015-August 22, 2015)**

August 24, 2015	Transactions available in CFS
September 8, 2015	Reconciliations/adjustments must be complete by 5:00 p.m.
September 10, 2015	Statements are due in Procurement and Contract Services by 5:00 p.m.

### **September 2015 Statement (August 23, 2015-September 22, 2015)**

September 23, 2015	Transactions available in CFS
October 7, 2015	Reconciliations/adjustments must be complete by 5:00 p.m.
October 9, 2015	Statements are due in Procurement and Contract Services by 5:00 p.m.

### **October 2015 Statement (September 23, 2015-October 22, 2015)**

October 23, 2015	Transactions available in CFS
November 6, 2015	Reconciliations/adjustments must be complete by 5:00 p.m.
November 10, 2015	Statements are due in Procurement and Contract Services by 5:00 p.m.

### **November 2015 Statement (October 23, 2015-November 22, 2015)**

November 24, 2015	Transactions available in CFS
December 7, 2015	Reconciliations/adjustments must be complete by 5:00 p.m.
December 9, 2015	Statements are due in Procurement and Contract Services by 5:00 p.m.

**December 2015 Statement (November 23, 2015-December 22, 2015)**

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

December 23, 2015 Transactions available in CFS  
January 8, 2016 Reconciliations/adjustments must be complete by 5:00 p.m.  
January 12, 2016 Statements are due in Procurement and Contract Services by 5:00 p.m.

**January 2016 Statement (December 23, 2015-January 22, 2016)**

January 25, 2016 Transactions available in CFS  
February 5, 2016 Reconciliations/adjustments must be complete by 5:00 p.m.  
February 9, 2016 Statements are due in Procurement and Contract Services by 5:00 p.m.

**February 2016 Statement (January 23, 2016-February 22, 2016)**

February 23, 2016 Transactions available in CFS  
March 7, 2016 Reconciliations/adjustments must be complete by 5:00 p.m.  
March 9, 2016 Statements are due in Procurement and Contract Services by 5:00 p.m.

**March 2016 Statement (February 23, 2016-March 22, 2016)**

March 23, 2016 Transactions available in CFS  
April 7, 2016 Reconciliations/adjustments must be complete by 5:00 p.m.  
April 11, 2016 Statements are due in Procurement and Contract Services by 5:00 p.m.

**April 2016 Statement (March 23, 2016-April 22, 2016)**

April 25, 2016 Transactions available in CFS  
May 6, 2016 Reconciliations/adjustments must be complete by 5:00 p.m.  
May 10, 2016 Statements are due in Procurement and Contract Services by 5:00 p.m.

**May 2016 Statement (April 23, 2016-May 22, 2016)**

**Please note: Transactions posted by the merchant after May 22, 2016 will be posted in the 16/17 fiscal year.**

May 24, 2016 Transactions available in CFS  
June 7, 2016 Reconciliations/adjustments must be complete by 4:00 p.m.  
June 9, 2016 Statements are due in Procurement and Contract Services by 4:00 p.m.

**June 2016 Statement (May 23, 2016-June 22, 2016)**

**Please note: Transactions posted by the merchant after June 22, 2016 will be posted in the 16/17 fiscal year.**

June 23, 2016 Transactions available in CFS  
July 8, 2016 Reconciliations/adjustments must be complete by 4:00 p.m.  
July 12, 2016 Statements are due in Procurement and Contract Services by 4:00 p.m.