

Attention Procurement Card Holders: This is your yearly calendar, 2013-2014, of key dates for the Procurement Card.

25th 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.

10th 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 2013 Statement (June 23, 2013-July 22, 2013)

July 23, 2013	Transactions available in CFS
August 7, 2013	Reconciliations/adjustments must be complete by 4:00 p.m.
August 14, 2013	Statements are due in Procurement and Contract Services by 4:00 p.m.

August 2013 Statement (July 23, 2013-August 22, 2013)

August 22, 2012	Transactions available in CFS
September 6, 2012	Reconciliations/adjustments must be complete by 5:00 p.m.
September 13, 2012	Statements are due in Procurement and Contract Services by 5:00 p.m.

September 2013 Statement (August 23, 2013-September 22, 2013)

September 23, 2013	Transactions available in CFS
October 4, 2013	Reconciliations/adjustments must be complete by 5:00 p.m.
October 14, 2013	Statements are due in Procurement and Contract Services by 5:00 p.m.

October 2013 Statement (September 23, 2013-October 22, 2013)

October 22, 2013	Transactions available in CFS
November 5, 2013	Reconciliations/adjustments must be complete by 5:00 p.m.
November 15, 2013	Statements are due in Procurement and Contract Services by 5:00 p.m.

November 2013 Statement (October 23, 2013-November 22, 2013)

November 25, 2013	Transactions available in CFS
December 6, 2013	Reconciliations/adjustments must be complete by 5:00 p.m.
December 13, 2013	Statements are due in Procurement and Contract Services by 5:00 p.m.

December 2013 Statement (November 23, 2013-December 22, 2013)

Please note dates adjusted for the winter break closure)

December 23, 2013	Transactions available in CFS
January 8, 2014	Reconciliations/adjustments must be complete by 5:00 p.m.
January 15, 2014	Statements are due in Procurement and Contract Services by 5:00 p.m.

January 2014 Statement (December 23, 2013-January 22, 2014)

January 22, 2014	Transactions available in CFS
February 6, 2014	Reconciliations/adjustments must be complete by 5:00 p.m.
February 14, 2014	Statements are due in Procurement and Contract Services by 5:00 p.m.

February 2014 Statement (January 23, 2014-February 22, 2014)

February 22, 2014	Transactions available in CFS
March 6, 2014	Reconciliations/adjustments must be complete by 5:00 p.m.
March 14, 2014	Statements are due in Procurement and Contract Services by 5:00 p.m.

March 2014 Statement (February 23, 2014-March 22, 2014)

March 24, 2014	Transactions available in CFS
April 4, 2014	Reconciliations/adjustments must be complete by 5:00 p.m.
April 14, 2014	Statements are due in Procurement and Contract Services by 5:00 p.m.

April 2014 Statement (March 23, 2014-April 22, 2014)

April 22, 2014	Transactions available in CFS
May 7, 2014	Reconciliations/adjustments must be complete by 5:00 p.m.
May 14, 2014	Statements are due in Procurement and Contract Services by 5:00 p.m.

May 2014 Statement (April 23, 2014-May 22, 2014)

Please note: Transactions posted by the merchant after May 22, 2013 will be posted in the 12/13 fiscal year.

May 22, 2014	Transactions available in CFS
June 6, 2014	Reconciliations/adjustments must be complete by 4:00 p.m.
June 13, 2014	Statements are due in Procurement and Contract Services by 4:00 p.m.

June 2014 Statement (May 23, 2014-June 22, 2014)

Please note: Transactions posted by the merchant after May 22, 2014 will be posted in the 13/14 fiscal year.

June 23, 2014	Transactions available in CFS
July 7, 2014	Reconciliations/adjustments must be complete by 4:00 p.m.
July 15, 2014	Statements are due in Procurement and Contract Services by 4:00 p.m.