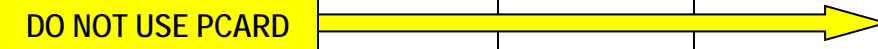


June 2021 – July 2021 Procurement Card Deadlines

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14	15	16	17	18 <i>Last day to make PCARD charges for FY21</i>	19 Re-class any PCARD charges in Banner	20 Re-class any PCARD charges in Banner
21 Re-class any PCARD charges in Banner	22 Re-class any PCARD charges in Banner	23 Re-class any PCARD charges in Banner	24 Have ALL PCARD charges re-classed by 5:00pm	25 Turn off PCARD email notifications	26	27
DO NOT USE PCARD 						
28	29	30	1 Notify AP if any goods for FY21 are received on or after today <i>Can resume use of the card for FY22 purchases</i>	2	3	4
5	6	7 Contact AP if you haven't received your June US Bank statement <i>Close June</i>	8 Turn on PCARD email notifications Re-class any July PCARD charges in Banner	9 June 2021 p-card packets from are required to be submitted to AP	10	11

You can start using your procurement card on July 1st, but no charges will be ready for you to re-class in Banner until July 8th. All the charges made on or after July 1st will be charged to FY22.

*** IMPORTANT PCARD DOCUMENTATION REQUIREMENTS ***

Monthly procurement card packets will be due each Tuesday after your statement is received – by 5:00pm.

The monthly packets must include your FWRPLOG with appropriate signatures and should match your US Bank Statement. The packet should also include all itemized receipts from the month. **We DO NOT require you to submit "Z" email notifications with your packet.**

PROCUREMENT CARD DOCUMENTATION

Please only send the required documentation in your monthly packets. If the receipt shows what you purchased, who you purchased it from as well as the amount, it will most likely work, so there is no need to attach duplicate receipts, order confirmations, packing slips, etc. Sometimes, additional emails/documentation is pertinent, so if you feel that you have additional information that should accompany a receipt, please include it in your packets.

HAND WRITTEN CARD LOGS

Please submit your original July 2020-June 2021 procurement card logs to the Accounts Payable office for filing, but please keep a copy for your records.