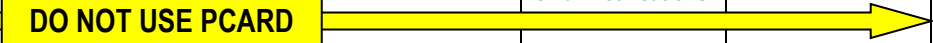


June 2023 – July 2023 Procurement Card Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16 <i>The last day to make PCARD charges for FY23</i>	17 Re-class any PCARD charges in Banner
18 Re-class any PCARD charges in Banner	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 Have ALL PCARD charges re-classed by 5:00 PM Turn off PCARD email notifications	24
DO NOT USE PCARD 						
25	26	27	28	29	30	1 Notify AP if any goods for FY23 are received on or after today <i>Can resume use of the card for FY24 purchases</i>
2	3 Contact AP if you haven't received your June US Bank statement	4	5	6	7 June 2023 p-card packets are required to be submitted to AP	8
9	10 Turn on PCARD email notifications Re-class any July PCARD charges in Banner Close June	11	12	13	14	15

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 10th. All the charges made on or after July 1st will be charged to FY24.

*** IMPORTANT PCARD DOCUMENTATION REQUIREMENTS ***

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

Please ensure that the total on your US Bank statement matches either the monthly total in the Laserfiche submission form or your FWRPLOG total. All packets should include all itemized receipts and the **delivery date** on each applicable receipt.

PROCUREMENT CARD LOGS

Please submit your original July 2022-June 2023 procurement card logs to Accounts Payable at ap@eou.edu for filing, but please keep a copy for your records.

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, and 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 please include it in your packets if you feel that you have additional information that should accompany a receipt.