

Purchasing Card Schedule

For Cardholders, Allocators, and Approvers

Fiscal Year 2018-19

Month	Cycle Ends	Cardholders, Allocators & Approvers (Allocate & Approve by Deadline)	Transactions Upload to Banner (Automatic)
Jul	25-Jul	2-Aug	3-Aug
Aug	27-Aug	4-Sep	5-Sep
Sep	25-Sep	3-Oct	4-Oct
Oct	25-Oct	2-Nov	3-Nov
Nov	26-Nov	4-Dec	5-Dec
Dec	26-Dec	3-Jan	4-Jan
Jan	25-Jan	2-Feb	3-Feb
Feb	25-Feb	5-Mar	6-Mar
Mar	25-Mar	2-Apr	3-Apr
Apr	25-Apr	3-May	4-May
May	27-May	4-Jun	5-Jun
Jun	25-Jun	3-Jul	4-Jul