

Purchasing Card Schedule

For Cardholders, Allocators, and Approvers

Fiscal Year 2017-18

Month	Cycle Ends	Cardholders, Allocators & Approvers (Allocate & Approve by Deadline)	Transactions Upload to Banner (Automatic)
Jul	25-Jul	2-Aug	3-Aug
Aug	25-Aug	2-Sep	3-Sep
Sep	25-Sep	3-Oct	4-Oct
Oct	25-Oct	2-Nov	3-Nov
Nov	27-Nov	5-Dec	6-Dec
Dec	25-Dec	2-Jan	3-Jan
Jan	25-Jan	2-Feb	3-Feb
Feb	26-Feb	6-Mar	7-Mar
Mar	26-Mar	3-Apr	4-Apr
Apr	25-Apr	3-May	4-May
May	25-May	2-Jun	3-Jun
Jun	25-Jun	3-Jul	4-Jul