

**Purchasing Card Schedule**

For Cardholders, Allocators, and Approvers

**Fiscal Year 2019-20**

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