

P-CARD

2012 CCER DUE DATES FOR ONLINE REVIEW AND APPROVAL OF P-CARD EXPENSE

P-CARD STATEMENT PERIOD AND CYCLE DATES	P-CARDHOLDER REVIEW DUE DATES	P-CARD APPROVER DUE DATES
DECEMBER 2011- DEC 2 ND THROUGH DEC 31 ST	CARDHOLDER REVIEW BEGINS JAN 1 ST COMPLETE REVIEW BY TUES, JAN 10 TH	APPROVER REVIEW BEGINS JAN 11 TH COMPLETE APPROVAL BY THURS, JAN 19 TH
JANUARY 2012- JAN 1 ST THROUGH JAN 31 ST	CARDHOLDER REVIEW BEGINS FEB 1 ST COMPLETE REVIEW BY THURS, FEB 9 TH	APPROVER REVIEW BEGINS FEB 10 TH COMPLETE APPROVAL BY FRI, FEB 17 TH <small>* OFFICIALLY CLOSES SAT, FEB 18TH</small>
FEBRUARY 2012- FEB 1 ST THROUGH FEB 29 TH	CARDHOLDER REVIEW BEGINS MAR 1 ST COMPLETE REVIEW BY FRI, MAR 9 TH	APPROVER REVIEW BEGINS MAR 10 TH COMPLETE APPROVAL BY MON, MAR 19 TH
MARCH 2012- MAR 1 ST THROUGH MAR 31 ST	CARDHOLDER REVIEW BEGINS APR 1 ST COMPLETE REVIEW BY MON, APR 9 TH	APPROVER REVIEW BEGINS APR 10 TH COMPLETE APPROVAL BY WED, APR 18 TH
APRIL 2012- APR 1 ST THROUGH APR 30 TH	CARDHOLDER REVIEW BEGINS MAY 1 ST COMPLETE REVIEW BY WED, MAY 9 TH	APPROVER REVIEW BEGINS MAY 10 TH COMPLETE APPROVAL BY FRI, MAY 18 TH
MAY 2012- MAY 1 ST THROUGH MAY 31 ST <i>*May p-card expense posts in FY 12 (Fiscal Year-End is June 30TH)</i>	CARDHOLDER REVIEW BEGINS JUNE 1 ST COMPLETE REVIEW BY WED, JUNE 6 TH <i>*EARLY DUE DATE DUE TO YEAR-END</i>	APPROVER REVIEW BEGINS JUNE 7 TH COMPLETE APPROVAL BY TUE, JUNE 12 TH <i>*EARLY DUE DATE DUE TO YEAR-END</i>
JUNE 2012- JUNE 1 ST THROUGH JUNE 30 TH <i>*June p-card expense posts in FY 13 (New Fiscal Year begins July 1ST)</i>	CARDHOLDER REVIEW BEGINS JULY 1 ST COMPLETE REVIEW BY TUE, JULY 10 TH	APPROVER REVIEW BEGINS JULY 11 TH COMPLETE APPROVAL BY THU, JULY 19 TH
JULY 2012- JULY 1 ST THROUGH JULY 31 ST	CARDHOLDER REVIEW BEGINS AUG 1 ST COMPLETE REVIEW BY THU, AUG 9 TH	APPROVER REVIEW BEGINS AUG 10 TH COMPLETE APPROVAL BY FRI, AUG 17 TH <small>* OFFICIALLY CLOSES SAT, AUG 18TH</small>
AUGUST 2012- AUG 1 ST THROUGH AUG 30 TH	CARDHOLDER REVIEW BEGINS SEPT 1 ST COMPLETE REVIEW BY MON, SEPT 10 TH	APPROVER REVIEW BEGINS SEPT 11 TH COMPLETE APPROVAL BY WED, SEP 19 TH
SEPTEMBER 2012- SEPT 1 ST THROUGH SEPT 30 TH	CARDHOLDER REVIEW BEGINS OCT 1 ST COMPLETE REVIEW BY TUE, OCT 9 TH	APPROVER REVIEW BEGINS OCT 10 TH COMPLETE APPROVAL BY THU, OCT 18 TH
OCTOBER 2012- OCT 1 TH THROUGH OCT 31 ST	CARDHOLDER REVIEW BEGINS NOV 1 ST COMPLETE REVIEW BY THU, NOV 8 TH	APPROVER REVIEW BEGINS NOV 9 TH COMPLETE APPROVAL BY FRI, NOV 16 TH <small>* OFFICIALLY CLOSES SUN NOV 18TH</small> <i>*EARLY DUE DATE/HOLIDAY</i>
NOVEMBER 2012- NOV 1 ST THROUGH NOV 30 TH	CARDHOLDER REVIEW BEGINS DEC 1 ST COMPLETE REVIEW BY FRI, DEC 7 TH <i>*EARLY DUE DATE/HOLIDAY</i>	APPROVER REVIEW BEGINS DEC 8 TH COMPLETE APPROVAL BY FRI, DEC 14 TH <i>*EARLY DUE DATE/HOLIDAY</i>
DECEMBER 2012- DEC 1 ST THROUGH DEC 31 ST	TBA	TBA