

Procurement/ Service Center Team  
 PCard Reconciliation and Approval Deadlines Schedule  
 2<sup>nd</sup> Quarter Calendar  
 FY21

Calendar Year	Jan-21	Feb-21	Mar-21	
Fiscal Period	4	5	6	Task
	12/21/2020 Monday	1/27/2021 Wednesday	2/24/2021 Wednesday	First day transactions are loaded into FMS
PCard Reconciliation Deadline	01/19/2021 Tuesday 12 Noon	02/16/2021 Tuesday 12 Noon	3/19/2021 Friday 12 Noon	All transactions must be verified  No transactions are loaded for the previous day into FMS
PCard Approval Deadline	01/21/2021 Thursday 12 Noon	02/18/2021 Thursday 12 Noon	3/23/2021 Tuesday 12 Noon	All transactions must be approved
AP Close Out Begins	1/26/2021 Tuesday	2/23/2021 Tuesday	3/26/2021 Friday	No action taken by Cardholders or Approvers

Please contact [procurementhelp@lbl.gov](mailto:procurementhelp@lbl.gov) if you have any question.