

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

Calendar Year	Apr-21	May-21	Jun-21	
Fiscal Period	7	8	9	Task
	03/29/2021 Monday	4/28/2021 Wednesday	5/26/2021 Wednesday	First day transactions are loaded into FMS
PCard Reconciliation Deadline	04/20/2021 Tuesday 12 Noon	05/18/2021 Tuesday 12 Noon	6/18/2021 Friday 12 Noon	All transaction must be verified  No transactions are loaded for the previous day into FMS
PCard Approval Deadline	04/22/2021 Thursday 12 Noon	05/20/2021 Thursday 12 Noon	6/22/2021 Tuesday 12 Noon	All transactions must be approved
AP Close Out Begins	4/27/2021 Tuesday	5/25/2021 Tuesday	6/25/2021 Friday	No action taken by Cardholder or Approvers

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