

Procurement/ Service Center Team
PCard Reconciliation and Approval Deadlines Schedule
4th Quarter Calendar
FY21

Calendar Year	Jul-21	Aug-21	Sep-21	
Fiscal Period	10	11	12	Task
	06/28/2021 Monday	7/28/2021 Wednesday	8/27/2021 Friday	First day transactions are loaded into FMS
PCard Reconciliation Deadline	07/20/2021 Tuesday 12 Noon	08/19/2021 Thursday 12 Noon	TBD	All transaction must be verified
PCard Approvers Deadline	07/22/2021 Thursday 12 Noon	08/23/2021 Monday 12 Noon	TBD	All transactions must be approved
AP Close Out Begins	7/27/2021 Tuesday	8/26/2021 Thursday	TBD	No action taken by Cardholder or Approvers