

**FY2020/21
PROCUREMENT CARD (P-CARD)
RECONCILIATION SCHEDULE**

MONTH	CYCLE DATE	INVOICE DATE	REVIEW CHARTFIELD STRING & RECONCILE	REPORTS TO BE RECEIVED BY PROCUREMENT
JUL 2020	Jun 16 - Jul 15	07/16/2020 (Thurs)	07/21/20 (Tues) by 5:00 P.M.	07/23/20 (Thurs)
AUG 2020	Jul 16 - Aug 17	08/18/2020 (Tues)	08/21/20 (Fri) by 12 NOON	08/25/20 (Tues)
SEPT 2020	Aug 18 - Sept 15	09/16/2020 (Wed)	09/21/20 (Mon) by 5:00 P.M.	9/23/20 (Wed)
OCT 2020	Sept 16 - Oct 15	10/16/2020 (Fri)	10/21/20 (Wed) by 5:00 P.M.	10/23/20 (Fri)
NOV 2020	Oct 16 - Nov 16	11/17/20 (Tues)	11/20/20 (Fri) by 12 NOON	11/24/20 (Tues)
DEC 2020	Nov 17 - Dec 15	12/16/20 (Wed)	12/18/20 (Fri) by 12 NOON	12/22/20 (Tues)
JAN 2021	Dec 16 - Jan 15	01/18/21 (Mon)	01/21/21 (Thurs) by 5:00 P.M.	01/25/21 (Mon)
FEB 2021	Jan 16 - Feb 15	02/16/21 (Tues)	02/19/21 (Fri) by 12 NOON	02/23/21 (Tues)
MAR 2021	Feb 16 - Mar 15	03/16/21 (Tues)	03/19/21 (Fri) by 12 NOON	03/23/21 (Tues)
APR 2021	Mar 16 - Apr 15	04/16/21 (Fri)	04/21/21 (Wed) by 5:00 P.M.	04/23/21 (Fri)
MAY 2021	Apr 16 - May 17	05/18/21 (Tues)	05/21/21 (Fri) by 12 NOON	05/25/21 (Tues)
JUN 2021	May 18 - June 15	06/16/21 (Wed)	TBD	TBD