

**P-Card Processing Schedule for 2020**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Billing Cycle Close	Jan 23	Feb 24	Mar 25	Apr 22	May 22	Jun 23	Jul 23	Aug 24	Sep 23	Oct 23	Nov 24	Dec 23
Remaining Receipts/Invoices Due in BSC (Receipts/Invoices to be sent on at least a <u>weekly basis</u> )	Jan 27	Feb 26	Mar 27	Apr 24	May 27	Jun 25	Jul 27	Aug 26	Sep 25	Oct 27	Nov 30	Jan 05*
Final BSC Review (3 business days after cycle close)	Jan 28	Feb 27	Mar 30	Apr 27	May 28	Jun 26	Jul 28	Aug 27	Sep 28	Oct 28	Dec 01	Jan 06*
Final Approval (4 business days after cycle close)	Jan 29	Feb 28	Mar 31	Apr 28	May 29	Jun 29	Jul 29	Aug 28	Sep 29	Oct 29	Dec 02	Jan 07*
P-Card Routing Form due	Feb 04	Mar 05	Apr 06	May 04	Jun 04	Jul 06	Aug 04	Sep 03	Oct 05	Nov 04	Dec 08	Jan 13*

Billing Cycle closing on June 23rd is the last billing cycle to be paid using the 2020 budget. Any transactions posting to the account after June 23rd will be paid using the 2021 budget.

\* Dates in 2021