

APPALACHIAN STATE UNIVERSITY

2022-2023

Cycle Dates	Due Dates	PCARD RECONCILER & APPROVER ONLINE PROCESSING DATES
06/16/2022-07/15/2022	07/20/2022	All online allocations and RECONCILER sign off must be completed
	07/22/2022	All online APPROVER sign offs must be completed
07/16/2022-08/15/2022	08/22/2022	All online allocations and RECONCILER sign off must be completed
	08/24/2022	All online APPROVER sign offs must be completed
08/16/2022-09/15/2022	09/20/2022	All online allocations and RECONCILER sign off must be completed
	09/23/2022	All online APPROVER sign offs must be completed
09/16/2022-10/14/2022	10/20/2022	All online allocations and RECONCILER sign off must be completed
	10/24/2022	All online APPROVER sign offs must be completed
10/15/2022-11/15/2022	11/21/2022	All online allocations and RECONCILER sign off must be completed
	11/22/2022	All online APPROVER sign offs must be completed
		*Time between reconciliation and approver due dates shortened due to weekend Banner Feed Date
		*IMPORTANT-If the reconciler or approver will be off for the entire week of Thanksgiving, the reconciliations and approvals must be completed on <u>11/18/2022</u> .
11/16/2022-12/15/2022	12/20/2022	All online allocations and RECONCILER sign off must be completed
	12/21/2022	All online APPROVER sign offs must be completed
		*Time between reconciliation and approver due dates shortened due to Christmas holidays
12/16/2022-01/13/2023	01/19/2023	All online allocations and RECONCILER sign off must be completed
	01/24/2023	All online APPROVER sign offs must be completed
01/14/2023-02/15/2023	02/21/2023	All online allocations and RECONCILER sign off must be completed
	02/24/2023	All online APPROVER sign offs must be completed
02/16/2023-03/15/2023	03/21/2023	All online allocations and RECONCILER sign off must be completed
	03/23/2023	All online APPROVER sign offs must be completed
03/16/2023-04/14/2022	04/20/2023	All online allocations and RECONCILER sign off must be completed
	04/24/2023	All online APPROVER sign offs must be completed
04/15/2023-05/15/2023	05/22/2023	All online allocations and RECONCILER sign off must be completed
	05/24/2023	All online APPROVER sign offs must be completed
05/16/2023-06/15/2023	06/20/2023	All online allocations and RECONCILER sign off must be completed
	06/23/2023	All online APPROVER sign offs must be completed

**DEADLINE FOR RECONCILIATION REPORTS WITH RECEIPTS & OTHER REQUIRED DOCUMENTATION**

Electronically submitted reconciliation reports are due on the last day of the cycle closing month.

Example: Reports with the cycle close date of 01/15/2023 must be electronically submitted no later than 01/31/2023

PLEASE NOTE: If reports are not received by the due date, the associated PCard will be suspended until the report is received. Multiple occurrences of late report submissions will result in a "strike" towards the "three strike policy."

**\*\*\*PLEASE MARK THESE DATES ON YOUR CALENDAR\*\*\***

**RECONCILER AND APPROVERS ARE RESPONSIBLE FOR MEETING THE STATED DEADLINES**