

APPALACHIAN STATE UNIVERSITY

2019-2020

Cycle Dates	Due Dates	PCARD RECONCILER & APPROVER ONLINE PROCESSING DATES
06/15/2019-07/15/2019	07/19/2019	All online allocations and RECONCILER sign off must be completed
	07/24/2019	All online APPROVER sign offs must be completed
07/16/2019-08/15/2019	08/20/2019	All online allocations and RECONCILER sign off must be completed
	08/23/2019	All online APPROVER sign offs must be completed *Time between reconciliation and approver due dates shortened due to weekend Banner Feed Date
08/16/2019-09/13/2019	09/19/2019	All online allocations and RECONCILER sign off must be completed
	09/24/2019	All online APPROVER sign offs must be completed
09/14/2019-10/15/2019	10/21/2019	All online allocations and RECONCILER sign off must be completed
	10/24/2019	All online APPROVER sign offs must be completed
10/16/2019-11/15/2019	11/19/2019	All online allocations and RECONCILER sign off must be completed
	11/22/2019	All online APPROVER sign offs must be completed *Time between reconciliation due date and approver due dates shortened due to Thanksgiving holiday
11/16/2019-12/13/2019	12/18/2019	All online allocations and RECONCILER sign off must be completed
	12/20/2019	All online APPROVER sign offs must be completed *Time between reconciliation and approver due dates shortened due to Christmas holidays
12/14/2019-01/15/2020	01/21/2020	All online allocations and RECONCILER sign off must be completed
	01/23/2020	All online APPROVER sign offs must be completed *Time between reconciliation and approver due dates shortened due to weekend Banner Feed Date
01/16/2020-02/14/2020	02/19/2020	All online allocations and RECONCILER sign off must be completed
	02/24/2020	All online APPROVER sign offs must be completed
02/15/2020-03/13/2020	03/19/2020	All online allocations and RECONCILER sign off must be completed
	03/24/2020	All online APPROVER sign offs must be completed
03/14/2020-04/15/2020	04/21/2020	All online allocations and RECONCILER sign off must be completed
	04/24/2020	All online APPROVER sign offs must be completed *Time between reconciliation and approver due dates shortened due to weekend Banner Feed Date
04/16/2020-05/15/2020	05/20/2020	All online allocations and RECONCILER sign off must be completed
	05/22/2020	All online APPROVER sign offs must be completed *Reconciliation and Approval dues dates shortened due to Memorial Day Holiday
05/16/2020-06/15/2020	06/18/2020	All online allocations and RECONCILER sign off must be completed
	06/19/2020	All online APPROVER sign offs must be completed *VERY SHORT TIME FRAME FOR RECONCILIATION & APPROVALS DUE DATES-FISCAL YEAR END

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 01/15/2020 must be electronically submitted no later than 01/31/2020

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