

Appalachian State University

P-CARD PROCESSING DATES – 2016

NOTE: ASU BILLING CYCLE ENDS ON THE **15TH** OF EACH MONTH

RECONCILER ONLINE PROCESSING DUE DATES

01/22/2016	All online allocations and RECONCILER sign off must be completed for 01/16 cycle
02/22/2016	All online allocations and RECONCILER sign off must be completed for 02/16 cycle
03/22/2016	All online allocations and RECONCILER sign off must be completed for 03/16 cycle
04/22/2016	All online allocations and RECONCILER sign off must be completed for 04/16 cycle
05/20/2016	All online allocations and RECONCILER sign off must be completed for 05/16/ cycle
06/20/2016	All online allocations and RECONCILER sign off must be completed for 06/16 cycle (EOY)
07/22/2016	All online allocations and RECONCILER sign off must be completed for 07/16 cycle
08/22/2016	All online allocations and RECONCILER sign off must be completed for 08/16 cycle
09/22/2016	All online allocations and RECONCILER sign off must be completed for 09/16 cycle
10/21/2016	All online allocations and RECONCILER sign off must be completed for 10/16 cycle
11/22/2016	All online allocations and RECONCILER sign off must be completed for 11/16 cycle
01/06/2017	All online allocations and RECONCILER sign off must be completed for 12/16 cycle

NOTE: DECEMBER processing time is shortened due to ASU holiday closing schedule

APPROVER ONLINE PROCESSING DUE DATES

01/26/2016	All APPROVER Sign Offs must be completed for 01/16 cycle
02/26/2016	All APPROVER Sign Offs must be completed for 02/16 cycle
03/25/2016	All APPROVER Sign Offs must be completed for 03/16 cycle
04/26/2016	All APPROVER Sign Offs must be completed for 04/16 cycle
05/24/2016	All APPROVER Sign Offs must be completed for 05/16 cycle
06/21/2016	All APPROVER Sign Offs must be completed for 06/16 cycle (EOY)
07/28/2016	All APPROVER Sign Offs must be completed for 07/16 cycle
08/26/2016	All APPROVER Sign Offs must be completed for 08/16 cycle
09/28/2016	All APPROVER Sign Offs must be completed for 09/16 cycle
10/27/2016	All APPROVER Sign Offs must be completed for 10/16 cycle
11/29/2016	All APPROVER Sign Offs must be completed for 11/16 cycle
01/08/2017	All APPROVER Sign Offs must be completed for 12/16 cycle

DEADLINE FOR RECEIPTS & SIGNED HARD COPY BILLING STATEMENTS

DUE THE LAST
WORKING DAY OF
EACH MONTH

EXAMPLE - 01/16/2016 RECEIPTS & SIGNED STATEMENTS ARE DUE 01/29/2016

SEND ALL PAPERWORK TO: P-CARD OFFICE; ASU PURCHASING - 1039 STATE FARM RD; PO BOX 32008; BOONE, NC 28608

*****PLEASE MARK THESE DATES ON YOUR CALENDAR FOR ACTION. ALTHOUGH PURCHASING TYPICALLY SENDS OUT A COURTESY EMAIL EACH MONTH THERE MAY BE PROBLEMS WITH THE RECEIPT OF THE E-MAIL DUE TO SYSTEM COMMUNICATION ISSUES OR PERSONNEL LEAVE TIME*****