

Appalachian State University

P-CARD PROCESSING DATES – 2017-2018

NOTE: ASU BILLING CYCLE ENDS ON THE 15TH OF EACH MONTH
TRANSACTIONS WILL BE UPLOADED TO BANNER ON THE 25TH OF EACH MONTH

RECONCILER ONLINE 2017-2018 PROCESSING DUE DATES

07/20/2017	All online allocations and RECONCILER sign off must be completed for 07/17 cycle
08/21/2017	All online allocations and RECONCILER sign off must be completed for 08/17 cycle
09/21/2017	All online allocations and RECONCILER sign off must be completed for 09/17 cycle
10/19/2017	All online allocations and RECONCILER sign off must be completed for 10/17 cycle
11/20/2017	All online allocations and RECONCILER sign off must be completed for 11/17 cycle
01/05/2018	All online allocations and RECONCILER sign off must be completed for 12/17 cycle
01/19/2018	All online allocations and RECONCILER sign off must be completed for 01/18 cycle
02/21/2018	All online allocations and RECONCILER sign off must be completed for 02/18 cycle
03/20/2018	All online allocations and RECONCILER sign off must be completed for 03/18 cycle
04/20/2018	All online allocations and RECONCILER sign off must be completed for 04/18 cycle
05/21/2018	All online allocations and RECONCILER sign off must be completed for 05/18 cycle
06/20/2018	All online allocations and RECONCILER sign off must be completed for 06/18 cycle

NOTE: JUNE processing time is shortened due to ASU Fiscal End of Year closing schedule

APPROVER ONLINE 2017-2018 PROCESSING DUE DATES

07/24/2017	All APPROVER Sign Offs must be completed for 07/17 cycle
08/24/2017	All APPROVER Sign Offs must be completed for 08/17 cycle
09/24/2017	All APPROVER Sign Offs must be completed for 09/17 cycle
10/24/2017	All APPROVER Sign Offs must be completed for 10/17 cycle
11/21/2017	All APPROVER Sign Offs must be completed for 11/17 cycle
01/08/2018	All APPROVER Sign Offs must be completed for 12/17 cycle
01/24/2018	All APPROVER Sign Offs must be completed for 01/18 cycle
02/23/2018	All APPROVER Sign Offs must be completed for 02/18 cycle
03/23/2018	All APPROVER Sign Offs must be completed for 03/18 cycle
04/24/2018	All APPROVER Sign Offs must be completed for 04/18 cycle
05/24/2018	All APPROVER Sign Offs must be completed for 05/18 cycle
06/21/2018	All APPROVER Sign Offs must be completed for 06/18 cycle

NOTE: The WORKS files will be CLOSED on the 25th of each month. Any requests for FOAP corrections made after the 24th of each cycle will require a **MANUAL** Journal Entry request be completed and submitted to Amy Moody in the Controller's Office for action.

DEADLINE FOR RECEIPTS & SIGNED HARD COPY BILLING STATEMENTS

DUE THE LAST
WORKING DAY OF
EACH MONTH

EXAMPLE - 01/15/2018 RECEIPTS & SIGNED STATEMENTS ARE DUE 01/31/2018
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

A COURTESY EMAIL IS TYPICALLY SENT OUT EACH MONTH.

HOWEVER, RECONCILERS & APPROVERS ARE RESPONSIBLE FOR MEETING THE STATED DEADLINES WHETHER OR NOT THEY RECEIVE THE REMINDER NOTICE.