

June – July 2025 Procurement Card Deadlines

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20 <i>The last day to make PCARD charges for FY25</i>	21 Re-class any PCARD charges in Banner
22 Re-class any PCARD charges in Banner	23 Re-class any PCARD charges in Banner	24 Re-class any PCARD charges in Banner	25 Re-class any PCARD charges in Banner	26 Re-class any PCARD charges in Banner	27 Have ALL PCARD charges re-classed by 5:00 PM	28 Turn off PCARD email notifications
DO NOT USE PCARD						
29	30	1 Notify AP if any goods for FY25 are received on or after today <i>Can resume use of the card for FY26 purchases</i>	2	3	4	5
6	7	8 Close FY25 Turn on PCARD email notifications Re-class any July PCARD charges in Banner	9 June 2025 p-card packets are required to be submitted to AP	10	11	12

You can start using your procurement card on July 1st, but no charges will be ready for you to re-class in Banner until July 8th. All the charges made on or after July 1st will be charged to FY26.

*** IMPORTANT PCARD DOCUMENTATION REQUIREMENTS ***

Monthly procurement card packets will be due each Thursday after your statement is received – by 5:00 pm.

Please ensure that the total on your US Bank statement matches either the monthly total in the Laserfiche submission form or your FWRPLOG total. All packets should include all itemized receipts and the **delivery date** on each applicable receipt.

PROCUREMENT CARD LOGS

Please submit your original July 2024-June 2025 procurement card logs to Accounts Payable at ap@eou.edu for filing, but please keep a copy for your records.

PROCUREMENT CARD DOCUMENTATION

Please only send the required documentation in your monthly packets. If the receipt shows what you purchased, who you purchased it from, and the amount, it will most likely work, so there is no need to attach duplicate receipts, order confirmations, packing slips, etc. Sometimes, additional emails/documentation is pertinent, so please include it in your packets if you feel that you have additional information that should accompany a receipt.