

2012 PCard Schedule

Cycle name	Cycle start date	Cycle end date	Create expense report on or after	Expense report due to card approver by	Transactions post to the general ledger in CARS on
January 2012	12/21/11	01/20/12	01/21/12	01/30/12	02/02/12
February 2012	01/21/12	02/20/12	02/21/12	02/28/12	03/02/12
March 2012	02/21/12	03/20/12	03/21/12	03/28/12	04/03/12
April 2012	03/21/12	04/20/12	04/21/12	04/30/12	05/02/12
May 2012	04/21/12	05/21/12	05/22/12	05/29/12	06/04/12
June 2012	05/22/12	06/20/12	06/21/12	06/28/12	07/03/12
July 2012	06/21/12	07/20/12	07/21/12	07/30/12	08/02/12
August 2012	07/21/12	08/20/12	08/21/12	08/28/12	09/05/12
September 2012	08/21/12	09/20/12	09/21/12	09/28/12	10/02/12
October 2012	09/21/12	10/22/12	10/23/12	10/30/12	11/02/12
November 2012	10/23/12	11/20/12	11/21/12	11/28/12	12/04/12
December 2012	11/21/12	12/20/12	12/21/12	01/02/13	01/04/13

Cycle name: Your expense report should be named according to the month and year the cycle closes. Please use the cycle names shown above. Do not use expense reports names such as: 'Conference Trip,' 'Jan-Feb 12,' 'Administration Feb 12.'

Cycle start date and end date: The first and last day of the cycle. Expense reports must include all transactions and Out-of-Pocket expenses that post during the cycle, including the start and end date. Transactions can post up to midnight on the cycle end date.

Create expense report on or after: Creating your expense report too soon can result in missing transactions. As a rule, create your expense report *after* the cycle end date to be sure all transactions are included. If you will be away from the office, you can create your expense report early if you are sure all transactions have already posted to your account. Otherwise, wait until you return. Keep in mind you can log in to CentreSuite from any computer with internet access.

Expense report due to card approver by: Generally, cardholders have about five business days to prepare and submit their expense report to their card approver.

Transactions post to the general ledger in CARS on: The date transaction data is posted to CARS. Additional steps are required to report the business purpose for your transactions after this date. Allocation codes cannot be changed. To avoid the extra work associated with late reporting, be sure your expense report is prepared prior to posting.

Persistent failure to reconcile expenses in a timely manner may result in card suspension or cancellation.

* Revised posting date – PCard transactions will post to the general ledger on the second business day of the month.