



Purchasing Card Update

from Payment Services

August 13, 2018

PCard Year End Deadlines FY 2018

September Cycle 08/04 — 09/03/2018

- Transactions are now available for reallocation throughout the month of August.
- **The last day to use the pcard for FY 18 is FRIDAY, AUGUST 24TH**
- **Purchasing resumes on TUESDAY, SEPTEMBER 4TH FOR FY 19**

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|--------------------------------|---|--|--------------------------------|----------------------------------|---|--------------------------------|
| | | | | | 24 Fri Last day to Purchase for FY 18 to ensure posting on or before 09/01 | 25 Sat Do not use the Pcard |
| 26 Sun Do not use the Pcard | 27 Mon Do not use the Pcard | 28 Tues Do not use the Pcard | 29 Wed Do not use the Pcard | 30 Thurs Do not use the Pcard | 31 Fri Do not use the Pcard | 1 Sat Do not use the Pcard |
| 2 Sun Do not use the Pcard | 3 Mon Labor Day Last day for the Sept billing cycle Transactions 8/4-09/03/2018 | 4 Tues Purchasing for FY 19 begins! | 5 Wed | 6 Thurs | 7 Fri Last day for FY 18 Allocations Due by Noon | |

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu