

P-CARD DEADLINES AND DATES TO REMEMBER

End of statement period

4TH OF THE MONTH



Example: July 5th – August 4th

Bank of America statement should be received at your location by this date.

10TH OF THE MONTH



Note that P-Card reconciliation may begin as soon as the transaction posts. You do not have to wait until your statement arrives, nor do we recommend that.

Reconciliation deadline

12TH OF THE MONTH



Transactions not fully reconciled (including sign-offs) by the end of day will incur an infraction.

Transactions not yet reconciled will be ‘swept’ by P-Card Accountant.

13TH OF THE MONTH

Sweeping a transaction is the act of the P-Card Accountant manually moving a transaction into their queue.



The P-Card Accountant then begins their review, notates infraction codes, and flags transactions back to users for edits.

All transactions for the statement period are posted to the General Ledger.

10TH OF THE MONTH FOLLOWING



P-Card transactions for the statement period are now reflected in your Combined Expenditure and Budget to Actual reports.