



Purchasing Services

P-Card Approval Schedule

Monthly Statement	Billing Cycle Dates (Posted to Bank during these dates)	Final Statement Approval Deadline (by 5:00PM)	Compliance will be issued during the following Dates
July 2019	June 10 – July 9	Monday, July 22	July 24 – 31
August 2019	July 10 – August 9	Monday, August 19	August 21 - 28
September 2019	August 10 – September 9	Monday, September 16	September 18 - 25
October 2019	September 10 – October 9	Monday, October 21	October 23 - 30
November 2019	October 10 – November 9	Monday, November 18	November 20 - 27
December 2019	November 10 – December 9	Monday, December 16	December 18 - 20
January 2020	December 10 – January 9	Friday, January 17 (*Monday Holiday)	January 22 – 29
February 2020	January 10 – February 9	Monday, February 17	February 19 – 26
March 2020	February 10 – March 9	Monday, March 16	March 18 – 25
April 2020	March 10 – April 9	Monday, April 20	April 22 – 29
May 2020	April 10 – May 9	Monday, May 18	May 20 – 27
June 2020	May 10 – June 9	Monday, June 15	June 17 – 24

WORKS is fed to Banner weekly and immediately after the Final Statement Approval Deadline.

NOTE: All statement transactions are required to be completely approved by 5:00 PM on the Final Statement Approval Deadline Date. Each transaction must have the proper fund and account codes, an itemized receipt from the vendor (unless uShop catalog purchase), and have 2 unique signature approvals – Cardholder/Reconciler and Approver. Any statement transaction that does not meet the above requirements will be swept to Banner without Approval and a Journal Entry may be required to correct, in addition, the cardholder will receive a compliance violation.

Contact Us

Questions? Email pcard@uncw.edu