



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 2020	June 10 – July 9	Monday, July 20	July 21 – 24
August 2020	July 10 – August 9	Monday, August 17	August 18 - 21
September 2020	August 10 – September 9	Monday, September 14	September 15 - 18
October 2020	September 10 – October 9	Monday, October 19	October 20 - 23
November 2020	October 10 – November 9	Monday, November 16	November 17 - 20
December 2020	November 10 – December 9	Monday, December 14	December 15 - 18
January 2021	December 10 – January 9	Friday, January 15 (*MLK Holiday)	January 19 – 22
February 2021	January 10 – February 9	Monday, February 15	February 16 – 19
March 2021	February 10 – March 9	Monday, March 15	March 16 – 19
April 2021	March 10 – April 9	Monday, April 19	April 20 – 23
May 2021	April 10 – May 9	Monday, May 17	May 18 – 21
June 2021	May 10 – June 9	Monday, June 14	June 15 – 18

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