

P-Card Dates - Reporting Schedule

FY17-18

****P-Card Reports Due to Accounts Payable****

****Use "Post Date" - to run Report****

Date Reports are Due to Accounts Payable!

July

07.05.2017 - Wednesday	Report Date Range - 06.26.2017-06.30.2017
07.11.2017 - Tuesday	Report Date Range - 07.01.2017-07.09.2017
07.26.2017 - Wednesday	Report Date Range - 07.10.2017-07.25.2017

August

08.15.2017 - Tuesday	Report Date Range - 07.26.2017-08.13.2017
08.28.2017 - Monday	Report Date Range - 08.14.2017-08.25.2017

September

09.12.2017 - Tuesday	Report Date Range - 08.26.2017-09.10.2017
09.26.2017 - Tuesday	Report Date Range - 09.11.2017-09.25.2017

October

10.10.2017 - Tuesday	Report Date Range - 09.26.2017-10.08.2017
10.26.2017 - Thursday	Report Date Range - 10.09.2017-10.25.2017

November

11.14.2017 - Tuesday	Report Date Range - 10.26.2017-11.12.2017
11.28.2017 - Tuesday	Report Date Range - 11.13.2017-11.27.2017

December

12.12.2017 - Tuesday	Report Date Range - 11.28.2017-12.10.2017
12.27.2017 - Wednesday	Report Date Range - 12.11.2017-12.26.2017

January

01.09.2018 - Tuesday	Report Date Range - 12.27.2017-01.07.2018
01.29.2018 - Monday	Report Date Range - 01.08.2018-01.25.2018

February

02.13.2018 - Tuesday	Report Date Range - 01.26.2018-02.11.2018
02.27.2018 - Tuesday	Report Date Range - 02.12.2018-02.26.2018

March

03.13.2018 - Tuesday	Report Date Range - 02.27.2018-03.11.2018
03.27.2018 - Tuesday	Report Date Range - 03.12.2018-03.26.2018

April

04.10.2018 - Tuesday	Report Date Range - 03.27.2018-04.08.2018
04.26.2018 - Thursday	Report Date Range - 04.09.2018-04.25.2018

May

05.15.2018 - Tuesday	Report Date Range - 04.26.2018-05.13.2018
05.29.2018 - Tuesday	Report Date Range - 05.14.2018-05.25.2018

June

06.12.2018 - Tuesday	Report Date Range - 05.26.2018-06.10.2018
06.26.2018 - Tuesday	Report Date Range - 06.11.2018-06.25.2018

*****Turn in all P-Cards, Receipts and Reports to
District Office before last day of work for FY17-18*****