

# Purchasing Card Deadlines 2021-2022

Cycle Close	Cardholder Signature on Transaction Envelope	Transaction Envelope Submission	Transaction Envelope Approval	Business Services Department Due Date <u>(GL changes on or after this date will require a Journal Entry)</u>
07/20/21	07/22/21	07/22/21	07/23/21	07/27/21
08/20/21	08/24/21	08/24/21	08/25/21	08/27/21
09/20/21	09/22/21	09/22/21	09/23/21	09/27/21
10/20/21	10/22/21	10/22/21	10/25/21	10/27/21
11/22/21	11/29/21	11/29/21	11/30/21	12/02/21
12/20/21	12/22/21	12/22/21	12/23/21	12/29/21
01/20/22	01/24/22	01/24/22	01/25/22	01/27/22
02/22/22	02/24/22	02/24/22	02/25/22	03/01/22
03/21/22	03/23/22	03/23/22	03/24/22	03/28/22
04/20/22	04/22/22	04/22/22	04/25/22	04/27/22
05/20/22	05/24/22	05/24/22	05/25/22	05/27/22
06/20/22	06/22/22	06/22/22	06/23/22	06/27/22

**As a reminder, Budget Codes and Notes may be added to transactions throughout the billing cycle to assist in streamlining processes at the end of the billing cycle. Please do not wait until the deadline.**

For assistance, please direct questions to :  
 Aaron Dennis at ext 33213 or amdennis@spsmail.org  
 Amanda Vauble at ext 33228 or amvauble@spsmail.org  
 Stephanie Woolery at ext. 33217 or slwoolery@spsmail.org