

PROCUREMENT CARD JOURNAL VOUCHER SCHEDULE

Please complete Journal Vouchers (JVs) for all procurement card (P-Card) expenditures at least quarterly (recommended monthly). Specifically, please move your P-Card expenditures from the main P-Card account code 28995 or 39546 to the correct expense account.

In completing the required quarterly JVs, please follow the closing guidelines listed below:

BY SEPT. 30, 2016 - FOR CLOSE OF PERIOD 3, JV THE FOLLOWING MONTHS:

July 2016	US Bank Procurement Card Statement Reconciliation
August 2016	US Bank Procurement Card Statement Reconciliation

BY DEC. 31, 2016 - FOR CLOSE OF PERIOD 6, JV THE FOLLOWING MONTHS:

September 2016	US Bank Procurement Card Statement Reconciliation
October 2016	US Bank Procurement Card Statement Reconciliation
November 2016	US Bank Procurement Card Statement Reconciliation

BY MARCH 31, 2017 - FOR CLOSE OF PERIOD 9, JV THE FOLLOWING MONTHS:

December 2016	US Bank Procurement Card Statement Reconciliation
January 2017	US Bank Procurement Card Statement Reconciliation
February 2017	US Bank Procurement Card Statement Reconciliation

BY JUNE 30, 2017 - FOR CLOSE OF PERIOD 12, JV THE FOLLOWING MONTHS:

March 2017	US Bank Procurement Card Statement Reconciliation
April 2017	US Bank Procurement Card Statement Reconciliation
May 2017	US Bank Procurement Card Statement Reconciliation

BY JULY 8, 2017 - FOR CLOSE OF PERIOD 14, JV THE FOLLOWING MONTH:

June 2016	US Bank Procurement Card Statement Reconciliation
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This schedule will take us through the closing of FY17. When the FY18 calendar becomes available, the schedule will be updated.