

Berea College
Financial Affairs
Purchasing Card Schedule
FY 18-19

Below is the 2018-2019 P-card schedule for submission of transactions in Chrome River. To ensure that transactions posted in a timely manner, please create a report and submit all **Non-travel expenses** in Chrome River by the dates listed under P-card Cardholder Submission. All **Travel expenses** should be submitted **after** the travel event has occurred. Please be sure to have your supervisor approve the Non-travel transactions by the dates listed under P-card Supervisor Approval. If the transactions are not approved by this day, it could result in the card being suspended.

P-card Cardholder Submission

Month to be approved	Date Due
November	Friday, December 07, 2018
December	Monday, January 07, 2019
January	Thursday, February 07, 2019
February	Thursday, March 07, 2019
March	Friday, April 05, 2019
April	Tuesday, May 07, 2019
May	Friday, June 07, 2019
June	Friday, July 05, 2019

P-card Supervisor Approval

Month to be approved	Date Due
November	Monday, December 17, 2018
December	Tuesday, January 15, 2019
January	Friday, February 15, 2019
February	Friday, March 15, 2019
March	Monday, April 15, 2019
April	Wednesday, May 15, 2019
May	Monday, June 17, 2019
June	Monday, July 15, 2019