Concur Procard Transaction/Report Deadlines:

According to BPM E-7-16, it is the cardholder's responsibility to submit all procurement card transactions/reports in a timely manner. Procurement card transactions/reports should be submitted to Accounts Payable Services (APS) by the 15th day of the following month. Transactions that have not posted in SAP and are more than 60 days past due will result in the temporary suspension of the procurement card until the cardholder is in compliance with University policy.

Procard Transaction Dates:	Date Due in APS:	Final Date Transactions Must Be Posted in SAP
12/01/22-12/31/22	01/15/23	03/15/23
01/01/23-01/31/23	02/15/23	04/15/23
02/01/23-02/28/23	03/15/23	05/15/23
03/01/23-03/31/23	04/15/23	06/15/23
04/01/23-04/30/23	05/15/23	07/15/23
05/01/23-05/31/23	06/15/23	08/15/23
06/01/23-06/15/23	06/30/23*	08/30/23
06/16/23-06/30/23	07/06/23*	09/07/23
07/01/23-07/31/23	08/15/23	10/15/23
08/01/23-08/31/23	09/15/23	11/15/23
09/01/23-09/30/23	10/15/23	12/15/23
10/01/23-10/31/23	11/15/23	01/15/24
11/01/23-11/30/23	12/15/23	02/15/24
12/01/23-12/31/23	01/15/24	03/15/24
01/01/24-01/31/24	02/15/24	04/15/24
02/01/24-02/28/24	03/15/24	05/15/24
03/01/24-03/31/24	04/15/24	06/15/24

*Fiscal year-end deadlines