

## **CONCUR PCARD STANDARD PROCESSING TIMELINE**

The following is a schedule of required activities and respective deadlines for processing Concur PCard Transactions.

- ❖ **Statement Periods – 4th of Prior month through 3rd of Current month**
  - Transactions post throughout the month and can be reconciled prior to the end of the Statement period
  - Concur Process Restriction: PCard Holders cannot submit Statement Reports until after the 3rd Business Day of new period (6th). This is to allow any orphan charges to post.
  
- ❖ **Pcard Holders Statement Submittal with Receipts – 10th of the Month or following business day**
  
- ❖ **Approvers (All levels completed by) – 20th of the Month or following business day (with the exception of December)**
  - 1st Level (formerly Reconciler) – 3 Business Days
  - 2nd Level (DeptID Holder) – 3 Business Days
  - 3rd Level (COA/Grants Office) as needed – 3 Business Days
  
- ❖ **PCard Team to complete transactional review/audit – 20th – 26th of the Month**
  - PCard Journal Creation – 26th of the Month or following business day
  - PCard Statement Payment Due to Citibank – 27th of the Month or following business day

Information is also available on the PCard Webpage <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/purchasing-card-program>