

## **MONTHLY DATES TO REMEMBER**

### **FEBRUARY 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
February 6-11 – PCard Holder Statement Submittal  
February 11-13 – 1<sup>st</sup> Level Approver, Supervisor  
February 13-15 – 2<sup>nd</sup> Level Approver, DeptID Holder  
February 15-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

### **MARCH 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
March 6-11 – PCard Holder Statement Submittal  
March 11-13 – 1<sup>st</sup> Level Approver, Supervisor  
March 13-15 – 2<sup>nd</sup> Level Approver, DeptID Holder  
March 15-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

### **APRIL 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
April 6-10 – PCard Holder Statement Submittal  
April 10-12 – 1<sup>st</sup> Level Approver, Supervisor  
April 12-17 – 2<sup>nd</sup> Level Approver, DeptID Holder  
April 17-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

### **MAY 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
May 6-10 – PCard Holder Statement Submittal  
May 10-14 – 1<sup>st</sup> Level Approver, Supervisor  
May 14-16 – 2<sup>nd</sup> Level Approver, DeptID Holder  
May 16-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

### **JUNE 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
June 6-10 – PCard Holder Statement Submittal  
June 10-12 – 1<sup>st</sup> Level Approver, Supervisor  
June 12-14 – 2<sup>nd</sup> Level Approver, DeptID Holder  
June 14-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

### **JULY 2019**

Statement Periods – 4th of Prior month through 3rd of Current month  
July 6-10 – PCard Holder Statement Submittal  
July 10-12 – 1<sup>st</sup> Level Approver, Supervisor  
July 12-17 – 2<sup>nd</sup> Level Approver, DeptID Holder  
July 17-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

## **AUGUST 2019**

Statement Periods – 4th of Prior month through 3rd of Current month

August 6-12 – PCard Holder Statement Submittal

August 12-14 – 1<sup>st</sup> Level Approver, Supervisor

August 14-16 – 2<sup>nd</sup> Level Approver, DeptID Holder

August 16-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

## **SEPTEMBER 2019**

Statement Periods – 4th of Prior month through 3rd of Current month

September 6-10 – PCard Holder Statement Submittal

September 10-12 – 1<sup>st</sup> Level Approver, Supervisor

September 12-16 – 2<sup>nd</sup> Level Approver, DeptID Holder

September 16-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

## **OCTOBER 2019**

Statement Periods – 4th of Prior month through 3rd of Current month

October 6-10 – PCard Holder Statement Submittal

October 10-14 – 1<sup>st</sup> Level Approver, Supervisor

October 14-16 – 2<sup>nd</sup> Level Approver, DeptID Holder

October 16-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

## **NOVEMBER 2019**

Statement Periods – 4th of Prior month through 3rd of Current month

November 6-11 – PCard Holder Statement Submittal

November 11-13 – 1<sup>st</sup> Level Approver, Supervisor

November 13-15 – 2<sup>nd</sup> Level Approver, DeptID Holder

November 15-20 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

## **DECEMBER 2019** (*Accelerated timeline due to Winter Break*)

Statement Periods – 4th of Prior month through 3rd of Current month

December 6-10 – PCard Holder Statement Submittal

December 10-12 – 1<sup>st</sup> Level Approver, Supervisor

December 12-16 – 2<sup>nd</sup> Level Approver, DeptID Holder

December 12-16 – 3<sup>rd</sup> Level Approver, as needed COA or Grants Office

December 23 – Winter Break