

Chico State Enterprises Announcements

Monday, October 28, 2024

Adjusted Procurement Card (P-Card) Processing Schedule for November 2024

Because Thanksgiving falls later this year, on Thursday, November 28, 2024, please take note of the adjusted schedule below for P-Card use and timely processing for November 2024.

November P-Card packets are due **Friday, November 29th, or earlier.**

1. The November P-Card cycle closes on November 25, 2024.
2. Purchases can take up to three business days to post. CSE suggests not making purchases after November 19, 2024, to allow time for transactions to be posted in US Bank.
3. P-Card packets are due Friday, November 29th, or earlier. If you plan to be out of the office on the November 29th holiday, please submit your packet by November 27th.
4. Due to holiday schedules, November and December are the only months of the year that packets can be submitted with "Open" as the cycle end date on the statement.
 - a. Complete the allocations online, sign the packet, and submit via the [P-Card Dropbox](#).
 - b. Please ensure that all purchases made have been posted to the account and allocations are complete before the statement is printed and reconciled.
 - c. If the statement and the bank transactions do not agree, the packet will be returned as incomplete.

We thank you in advance for your attention to this announcement and welcome your questions and feedback at cforsythe3@csuchico.edu and vkelly1@csuchico.edu.

The CSE Procurement Team

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