With the holidays upon us, the following is an adjusted schedule for P-card use and timely processing for December, 2023. **December P-card packets are due Friday, December 29th or earlier.**

1. The December cycle closes 12/26/23. Purchases can take up to three business days to post.
2. If your approving official will be out of the office between 12/25 and 12/29/2023, we suggest not making purchases between 12/18 and 12/22/23 to allow time for transactions (purchases) to post in US Bank, allocations to be made online, and packets signed and submitted to csepcard@csuchico.edu timely.
3. 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. Normal business practice is to print the report, after the statement closes. The cycle end date will show on the report.
   b. *Please ensure that all purchases made have posted to the account and allocations are complete before the statement is printed and reconciled.*
4. If the use of your p-card is necessary during this time, please email csepcard@csuchico.edu.
5. The normal use of p-cards can resume on December 27th, 2023, when the new cycle starts.

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

Manage Email Preferences

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- If you are no longer an active CSE employee, please notify CSE Human Resources via email.
- If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email CSE Announcements with appropriate instructions.
- CSE Announcements can also be accessed via the CSE News and Information page.