

Chico State Enterprises Announcements Monday, December 4, 2023

Procurement Card (P-Card) Processing Schedule for December 2023

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.

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