

**Chico State Enterprises Announcements**  
**Wednesday, December 7, 2022**

**Procurement Card (P-card) Processing Schedule for  
December 2022**

With the holidays upon us, the following is an adjusted schedule for P-card use and timely processing for December, 2022.

**December P-card packets are due Friday, December 30<sup>th</sup> or earlier.**

1. The December cycle closes 12/23/22. Purchases can take up to three business days to post.
2. If your approving official will be out of the office between 12/26 and 12/30/2022, we suggest not making purchases between 12/19 and 12/23/22 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](mailto:csepcard@csuchico.edu) timely.
3. This is the only month 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](mailto:csepcard@csuchico.edu).
5. The normal use of p-cards can resume on December 26<sup>th</sup>, 2022, when the new cycle starts.

We thank you in advance for your attention to this announcement and welcome your feedback at [jejavor@csuchico.edu](mailto:jejavor@csuchico.edu) and [vkelly1@csuchico.edu](mailto:vkelly1@csuchico.edu).