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 30th 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 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.
5. The normal use of p-cards can resume on December 26th, 2022, when the new cycle starts.

We thank you in advance for your attention to this announcement and welcome your feedback at jeavor@csuchico.edu and vkelley1@csuchico.edu.