

**Chico State Enterprises Announcements**  
**Procurement Card Timeline**  
**Tuesday, November 19, 2019**

Due to the holiday work schedule, please review the following P-card use and reconciliation timeline below for the month of November:

1. To allow for the timely submission of P-card packets, CSE is requesting that no P-card purchases are made from 11/20 through 11/24. If the use of your P-card is necessary during 11/20 through 11/24, please email us at: [csepo@csuchico.edu](mailto:csepo@csuchico.edu)
2. Please code all of your P-card cycle transactions, attach supporting documentation, obtain signatures, and turn in your packets by noon, on November 27th or earlier, to CSE Admin, suite 103.
3. The normal use of P-cards can resume on Monday, November 25.

As always, please feel free to contact us with any questions at: [csepo@csuchico.edu](mailto:csepo@csuchico.edu)

Thank you.