

P-Card Dates - Reporting Schedule

FY18-19

****Use "Post Date" - to run Report****

Date Reports are Due to Accounts Payable!

July

07.02.2018 - Monday	Report Date Range - 06.26.2018-06.30.2018
07.17.2018 - Tuesday	Report Date Range - 07.01.2018-07.15.2018
07.31.2018 - Tuesday	Report Date Range - 07.16.2018-07.25.2018

August

08.14.2018 - Tuesday	Report Date Range - 07.26.2018-08.12.2018
08.28.2018 - Tuesday	Report Date Range - 08.13.2018-08.27.2018

September

09.18.2018 - Tuesday	Report Date Range - 08.28.2018-09.16.2018
09.27.2018 - Thursday	Report Date Range - 09.17.2018-09.25.2018

October

10.16.2018 - Tuesday	Report Date Range - 09.26.2018-10.14.2018
10.30.2018 - Tuesday	Report Date Range - 10.15.2018-10.25.2018

November

11.13.2018 - Tuesday	Report Date Range - 10.26.2018-11.11.2018
11.27.2018 - Tuesday	Report Date Range - 11.12.2018-11.26.2018

December

12.11.2018 - Tuesday	Report Date Range - 11.27.2018-12.09.2018
12.27.2018 - Thursday	Report Date Range - 12.10.2018-12.26.2018

January

01.15.2019 - Tuesday	Report Date Range - 12.27.2018-01.13.2019
01.29.2019 - Tuesday	Report Date Range - 01.14.2019-01.25.2019

February

02.12.2019 - Tuesday	Report Date Range - 01.26.2019-02.10.2019
02.26.2019 - Tuesday	Report Date Range - 02.11.2019-02.25.2019

March

03.12.2019 - Tuesday	Report Date Range - 02.26.2019-03.10.2019
03.26.2019 - Tuesday	Report Date Range - 03.11.2019-03.25.2019

April

04.16.2019 - Tuesday	Report Date Range - 03.26.2019-04.14.2019
04.30.2019 - Tuesday	Report Date Range - 04.15.2019-04.25.2019

May

05.14.2019 - Tuesday	Report Date Range - 04.26.2019-05.12.2019
05.29.2019 - Wednesday	Report Date Range - 05.13.2019-05.28.2019

June

06.11.2019 - Tuesday	Report Date Range - 05.29.2019-06.09.2019
06.26.2019 - Wednesday	Report Date Range - 06.10.2019-06.25.2019

*****Turn in all P-Cards, Receipts and Reports to
District Office before last day of work for FY18-19*****