PCard Monthly Process

❖ Cycle ends on the tenth (10th) of each month (11th-10th)

❖ On the sixteenth (16th) or next business day following that date, charges are locked so that no further updates can be made

❖ Cardholders and reconcilers must sign off on transaction(s) and upload receipt(s) or invoice(s) for each transaction in works

❖ **Reconcilers** need to complete approvals to restore credit lines

If changes are needed to your PCard (credit limit, fund added/deleted, etc.) fill out the PCard Account Maintenance form from the Purchasing Website/ PCard Tab. https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx

Monthly Billing Statement	Billing Cycle Dates	Allocation/Sign Off by Completion Date
January	12/11-01/10	01/16
February	01/11-02/10	02/16
March	02/11-03/10	03/16
April	03/11-04/10	04/16
May	04/11-05/10	05/16
June	05/11-06/10	06/16
July	06/11-07/10	07/16
August	07/11-08/10	08/16
September	08/11-09/10	09/16
October	09/11-10/10	10/16
November	10/11-11/10	11/16
December	11/11-12/10	12/16