

**Berea College
Financial Affairs
Purchasing Card Schedule
FY 22-23**

Below is the 2022-2023 P-card schedule for submission of transactions in Chrome River. To ensure that transactions posted in a timely manner, please create a report and submit all Non-travel expenses in Chrome River by the dates listed under P-card Cardholder Submission. All Travel expenses should be submitted after the travel event has occurred. Please be sure to have your supervisor approve the Non-travel transactions by the dates listed under P-card Supervisor Approval. If the transactions are not approved by this day, it could result in the card being suspended.

P-card Cardholder Submission

Month to be Approved	Date Due
July	Friday, August 05, 2022
August	Monday, September 05, 2022
September	Wednesday, October 05, 2022
October	Monday, November 07, 2022
November	Monday, December 05, 2022
December	Thursday, January 05, 2023
January	Monday, February 06, 2023
February	Monday, March 06, 2023
March	Wednesday, April 05, 2023
April	Friday, May 05, 2023
May	Monday, June 05, 2023
June	Wednesday, July 05, 2023

P-card Supervisor Approval

Month to be Approved	Date Due
July	Monday, August 15, 2022
August	Thursday, September 15, 2022
September	Monday, October 17, 2022
October	Tuesday, November 15, 2022
November	Thursday, December 15, 2022
December	Monday, January 16, 2023
January	Wednesday, February 15, 2023
February	Wednesday, March 15, 2023
March	Monday, April 17, 2023

April	Monday, May 15, 2023
May	Thursday, June 15, 2023
June	Monday, July 17, 2023