

**Berea College
Financial Affairs
Purchasing Card Schedule
FY 23-24**

Below is the 2023-2024 PCard schedule for submission of transactions in Chrome River. To ensure that transactions post in a timely manner, please create a report and submit all **Non-travel expenses** in Chrome River by the dates listed under PCard Cardholder Submission. All **Travel expenses** should be submitted **after** the travel event has occurred within 60-days following your return. Please be sure to have your supervisor approve the **Non-travel** transactions by the dates listed under PCard Supervisor Approval. If the transactions are not approved by this day, it could result in the card being suspended.

PCard Cardholder Submission for Chrome River Reports

MONTH TO BE APPROVED	DUE DATE
July	Monday, August 7, 2023
August	Tuesday, September 5, 2023
September	Thursday, October 5, 2023
October	Monday, November 6, 2023
November	Tuesday, December 5, 2023
December	Friday, January 5, 2024
January	Monday, February 5, 2024
February	Tuesday, March 5, 2024
March	Friday, April 5, 2024
April	Monday, May 6, 2024
May	Wednesday, June 5, 2024
June	Friday, July 5, 2024

PCard Supervisor Approval

MONTH TO BE APPROVED	DUE DATE
July	Tuesday, August 15, 2023
August	Friday, September 15, 2023
September	Monday, October 16, 2023
October	Wednesday, November 15, 2023
November	Friday, December 15, 2023
December	Monday, January 15, 2024
January	Thursday, February 15, 2024
February	Friday, March 15, 2024
March	Monday, April 15, 2024
April	Wednesday, May 15, 2024
May	Monday, June 17, 2024
June	Monday, July 15, 2024