# 2019 Monthly P-Card Transaction Load Schedule

## Important Dates to Remember

Completed monthly P-Card reconciliation packages are due in Accounts Payable OJN-320 on the 15th business day of the following month.

**NOTE:** The reconciliation deadline for April 2019 charges is tentatively May 22. The actual final due date will be communicated in the Year End memo. P-Card holders will receive a separate email confirming the deadline date for April and prior transactions. The P-Card holder is responsible for sharing these dates with their proxy/delegates.

The red highlighted dates represent the days the P-Card transaction will be available within Mosaic for the previous month’s P-Card transactions.