

2008 CCER CARDHOLDER & APPROVER DUE DATES

STATEMENT - CYCLE DATE	CARDHOLDER COMPLETE REVIEW BY:	APPROVER COMPLETE APPROVAL BY:
DEC 2007- 12/04 THRU 01/02	WED, JAN 9 th	FRI, JAN 18 TH <i>*Official end date is Saturday, Jan 19</i>
JAN 2008- 01/03 THRU 02/01	FRI, FEB 8 th	FRI, FEB 15 TH <i>*Official end date is Monday, Feb 18</i>
FEB 2008- 02/02 THRU 03/03	MON, MAR 10 TH	THU, MAR 20 TH
MAR 2008- 03/04 THRU 04/01	TUE, APR 8 TH	FRI, APR 18 TH
APR 2008- 04/02 THRU 05/01	THU, MAY 8 TH	FRI, MAY 16 TH <i>*Official end date is Sunday, May 18</i>
MAY 2008- 05/02 THRU 06/02 <i>Last month to complete pcard purchases expensed in FY08</i>	FRI, JUN 6 TH <i>**Early Due Date/EOY</i>	WED. JUNE 11 TH <i>**Early Due Date/EOY</i>
JUN 2008- 06/03 THRU 07/01 <i>First month of pcard purchases expensed in FY09</i>	TUE, JUL 8 TH	FRI, JUL 18 TH
JUL 2008- 07/02 THRU 08/01	FRI, AUG 8 TH	MON, AUG 18 TH
AUG 2008- 08/02 THRU 09/02	TUE, SEP 9 TH	FRI, SEP 19 TH
SEP 2008- 09/03 THRU 10/01	WED, OCT 8 TH	FRI, OCT 17 TH <i>*Official end date is Saturday, Oct 18</i>
OCT 2008- 10/02 THRU 11/03	MON, NOV 10 TH	THU, NOV 20 TH
NOV 2008- 11/04 THRU 12/01	MON, DEC 8 TH	THU, DEC 18 TH
DEC 2008- 12/02 THRU TBA	JAN 2009 (TBA)	JAN 2009 (TBA)

Rev 0408

***CCER due dates that fall on weekends have been adjusted on above calendar to ensure review and approval is completed.**

****Early due date for May 08 pcard due to end of fiscal year activities. Pcard purchases must post by the end of May billing cycle to ensure posting in FY08**