

ProCard Report Deadline

More than 25 transactions
in a 30 day period

Submit report when you have 25
transactions

Naming Convention:
PC.FIRSTNAME.LASTNAME.DATE OF OLDEST EXPENSE ON THE REPORT

Example:
PC.GEORGE.WASHINGTON.11.02.20
(OLDEST EXPENSE ON HIS REPORT WAS 11/2/2020)

Less than 25 transactions
in a 30 day period

Submit report when your oldest transactions
is 25 days old

Naming Convention:
PC.FIRSTNAME.LASTNAME.DATE OF OLDEST EXPENSE ON THE REPORT

Example:
PC.ABRAHAM.LINCOLN.11.05.20
This report should be submitted on or around 11/30/2020
(25 days past 11-5-20) to ensure it is fully approved within 30 days

Transactions must be on a fully approved report within 30 days of the transaction date
Limit the number of reports submitted - do not submit a report for each transaction unless necessary to follow the 30 day requirement