



SUPPLY CHAIN CENTER OF EXCELLENCE

To: All P-Card Holders

From: Kristi Morales, Procurement Card Administrator

Sent: November 3rd 2025

Subject: New P-Card Expense Report Schedule Effective November 7, 2025

To improve efficiency and support campus cost-saving efforts, **UC Merced's P-Card expense reports will now be submitted every other Friday, starting November 7, 2025.** This change replaces the previous requirement to reconcile transactions within ten (10) business days of posting. Submitting one report every two weeks will streamline processing, reduce costs, and ensure timely compliance.

What's Changing

- **New submission schedule:** Expense reports are now due **every other Friday**, covering purchases made during the prior two-week period.
 - **First report due: Friday, November 7, 2025** – covers purchases from **October 24–November 6, 2025.**
 - **Next report due: Friday, November 21, 2025** – covers purchases from **November 7 – November 20, 2025.**
- **Fewer violation notices:** 10- or 15-day notices will now be issued **every other week** instead of weekly. Those with any outstanding 10-day items will still receive a notice today; the new biweekly schedule begins next week.
- **Support from Travel & Expense Management:** As a reminder, if you are supported by Travel & Expense Management (formerly CBS2 – Travel), they can assist with reconciling your P-Card transactions in Concur but **can no longer submit reports on your behalf.** Please log in to Concur every other Friday to review and submit your expense report.

Expense Report Naming Format

When creating your expense report in Concur, use the following format: **Purchases [Start Date] to [End Date] [Year]**

Example: *Purchases Nov 7 to 20 2025*



SUPPLY CHAIN CENTER OF EXCELLENCE

Important reminders:

- Concur accepts only **letters and numbers** — do **not** use symbols such as / - & ().
- If you are creating your own report, ensure your **report name matches the format** before submitting.

Your Concur screen should look similar to the example below when naming your report:

Create New Report

Create From an Approved Request

Policy * Report Name * Report Date * Required field

*UCM PCard Policy Purchases Nov 7 to 20 2025 11/07/2025

Comment 0/2000

Approving or Submitting Reports

If a report has been created on your behalf, or if you're logging in on a Friday to review and submit your own expense report:

1. **Locate the report** in Concur.
2. **Confirm the report name** follows the correct format — for example: *Purchases Nov 7 to 20 2025*
3. **Review all transactions** to ensure accuracy.
4. **Submit the report** once confirmed.

Your Concur screen should look similar to this example when reviewing or submitting:

Home / Expense / Manage Expenses / Purchases Nov 7 to 20 2025

Purchases Nov 7 to 20 2025 \$0.00 Submit Report Delete Report

Not Submitted | Report Number: 1TQ8SQ

Report Details Print/Share Manage Receipts View Available Receipts

Expenses View: Detail Add Expense Edit Delete Copy Allocate Customize Expenses More

No Expenses

Add expenses to this report to submit for reimbursement.



**SUPPLY CHAIN
CENTER OF
EXCELLENCE**

Reference Sheet

A **P-Card Submittal Reference Sheet (Excel)** is included below for your convenience.

The sheet includes:

- All submittal dates through **June 30, 2026**
- The **purchase coverage period** for each report
- The **required expense report naming format**

Please refer to this sheet each period when preparing or reviewing your expense reports to ensure accuracy and consistency.

Thank you for your cooperation in keeping UC Merced’s P-Card program efficient, compliant, and cost-effective.

P-Card Submittal Reference Sheet

Submittal Date (Friday)	Coverage Period Start	Coverage Period End	Required Expense Report Name (Concur Format)
November 7, 2025	October 24, 2025	November 6, 2025	Purchases Oct 24 to Nov 6 2025
November 21, 2025	November 7, 2025	November 20, 2025	Purchases Nov 7 to 20 2025
December 5, 2025	November 21, 2025	December 4, 2025	Purchases Nov 21 to Dec 4 2025
December 19, 2025	December 5, 2025	December 18, 2025	Purchases Dec 5 to 18 2025
January 2, 2026	December 19, 2025	January 1, 2026	Purchases Dec 19 2025 to Jan 1 2026
January 16, 2026	January 2, 2026	January 15, 2026	Purchases Jan 2 to 15 2026
January 30, 2026	January 16, 2026	January 29, 2026	Purchases Jan 16 to 29 2026
February 13, 2026	January 30, 2026	February 12, 2026	Purchases Jan 30 to Feb 12 2026
February 27, 2026	February 13, 2026	February 26, 2026	Purchases Feb 13 to 26 2026
March 13, 2026	February 27, 2026	March 12, 2026	Purchases Feb 27 to Mar 12 2026
March 27, 2026	March 13, 2026	March 26, 2026	Purchases Mar 13 to 26 2026
April 10, 2026	March 27, 2026	April 9, 2026	Purchases Mar 27 to Apr 9 2026
April 24, 2026	April 10, 2026	April 23, 2026	Purchases Apr 10 to 23 2026
May 8, 2026	April 24, 2026	May 7, 2026	Purchases Apr 24 to May 7 2026
May 22, 2026	May 8, 2026	May 21, 2026	Purchases May 8 to 21 2026
June 5, 2026	May 22, 2026	June 4, 2026	Purchases May 22 to Jun 4 2026
June 19, 2026	June 5, 2026	June 18, 2026	Purchases Jun 5 to 18 2026

* All submittal dates fall on Friday. Coverage periods run for two weeks.

* Use the "Required Expense Report Name" exactly as listed when creating your report in Concur.