



## SUPPLY CHAIN CENTER OF EXCELLENCE

### P-Card Submittal Schedule and Calendar

| 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.

