**PURCHASE CARD BILLING CYCLES**

The following represents the actual dates of action associated with the P-Card payments. Such as when the P-Card download to PeopleSoft will occur each month, the date agencies can begin preparing their p-card vouchers, and the submission deadline for the vouchers received at OMES each month.

**Calendar Year 2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Voucher Payment Month** | **Deadline for Works Editing/AO Adjust    3 p.m.** | **Reserved for Recon and Download** | **Voucher Build Available** | **Voucher Submission Deadline 3 p.m.** | **OMES Runs “PC” Pay Group** |
| January 2018 | Jan.4 | Jan. 5 | Jan.8 | Jan. 10 | Jan. 11 |
| February | Feb. 5 | Feb. 6 | Feb. 7 | Feb. 12 | Feb. 13 |
| March | March 5 | March 6 | March 7 | March 12 | March 13 |
| April | April 4 | April 5 | April 6 | April 11 | April 12 |
| May | May 3 | May 4 | May 7 | May 10 | May 11 |
| June | June 5 | June 6 | June 7 | June 12 | June 13 |
| July | July 5 | July 6 | July 9 | July 11 | July 12 |
| August | Aug. 3 | Aug. 6 | Aug. 7 | Aug. 10 | Aug. 13 |
| September | Sept. 6 | Sept. 7 | Sept 10 | Sept. 12 | Sept. 13 |
| October | Oct. 3 | Oct. 4 | Oct. 5 | Oct. 10 | Oct. 11 |
| November | Nov. 5 | Nov. 6 | Nov. 7 | Nov. 9 | Nov. 13 |
| December | Dec. 5 | Dec. 6 | Dec. 7 | Dec. 12 | Dec. 13 |
| January 2019 | Jan. 4, 2019 | Jan. 7, 2019 | Jan. 8, 2019 | Jan. 10, 2019 | Jan. 11, 2019 |

**All remaining pending transactions will be swept and open transactions closed by the State P-Card & Travel Office after the 3:00 PM deadline on the specified day. If you need longer, you MUST send an email to** [**pcard@omes.ok.gov**](mailto:%70%63%61%72%64%40%6f%6d%65%73%2e%6f%6b%2e%67%6f%76) **requesting additional time.**

**No** **editing in Works or changes to Authority Orders can be done on the “Reserved for Recon and Download” day.**

**Vouchers cannot be built before the Voucher Build Available date listed unless you have written approval from the state P-Card  and Travel Office, or an email is sent authorizing early voucher build.**