

Policy 1.2 Department P-card Timeliness Policy

As of July 1, 2023, all P-card receipts must be submitted via email or in-person within 45 days of purchase. Email reminders will be sent out by your Business Assistant after 30 days. P-cards will be suspended by your Business Manager after the 45-day period has ended. This ensures P-card transactions have sufficient time to route through all approval levels before the 60-day CAAS P-card deadline. P-cards can only be un-suspended once all outstanding receipts are submitted.