



**LOYOLA UNIVERSITY CHICAGO  
DISBURSEMENT SERVICES DEPARTMENT**

**PROCUREMENT CARD ADMINISTRATION**

**2015 PROCUREMENT CARD PROGRAM CALENDAR OF EVENTS**

**Key:**

- RR #1-Review Reminder #1 for the month-transactions posted the 28th thru 15th
- DL #1- Down Load #1 for the month
- RR #2- System Lock #2 for the month - transactions posted the 16th thru 27th
- DL #2- Down Load #1 for the month
- Documentation Submission due to PCA on the second Friday of each month

**2015**

January						
S	M	T	W	Th.	F	S
				H-1	H-11	3
4	DL#2	6	7	8	DOCS	10
11	12	13	14	RR#1	16	17
18	H-2	20	DL#1	22	23	24
25	26	RR#2	28	29	DL#2	31

February						
S	M	T	W	Th.	F	S
1	2	3	4	5	6	7
8	9	10	11	12	DOCS	14
15	RR#1	17	18	DL#1	20	21
22	23	24	25	26	RR#2	28

March						
S	M	T	W	Th.	F	S
1	2	3	DL#2	5	6	7
8	9	10	11	12	DOCS	14
15	RR#1	17	18	DL#1	20	21
22	23	24	25	26	RR#2	28
29	30	31				

April						
S	M	T	W	Th.	F	S
			DL#2	2	H-3	4
5	6	7	8	9	DOCS	11
12	13	14	RR#1	16	17	18
19	DL#1	21	22	23	24	25
26	RR#2	28	29	DL#2		

May						
S	M	T	W	Th.	F	S
					1	2
3	4	5	6	7	DOCS	9
10	11	12	13	14	RR#1	16
17	18	19	DL#1	21	22	23
24	H-4	26	RR#2	28	29	30
31						

June						
S	M	T	W	Th.	F	S
	DL#2	2	3	4	5	6
7	8	9	10	11	DOCS	13
14	RR#1	16	17	DL#1	19	20
21	22	23	24	25	26	27
28	RR#2	30				

July						
S	M	T	W	Th.	F	S
			1	DL#2	H-5	4
5	6	7	8	9	DOCS	11
12	13	14	RR#1	16	17	18
19	DL#1	21	22	23	24	25
26	RR#2	28	29	DL#2	31	

August						
S	M	T	W	Th.	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	DOCS	15
16	RR#1	18	19	DL#1	21	22
23	24	25	26	RR#2	28	29
30	31					

September						
S	M	T	W	Th.	F	S
		DL#2	2	3	4	5
6	H-6	8	9	10	DOCS	12
13	14	RR#1	16	17	DL#1	19
20	21	22	23	24	25	26
27	RR#2	29	30			

October						
S	M	T	W	Th.	F	S
				DL#2	2	3
4	5	6	7	8	DOCS	10
11	12	13	14	RR#1	16	17
18	19	DL#1	21	22	23	24
25	26	RR#2	28	29	DL#2	31

November						
S	M	T	W	Th.	F	S
1	2	3	4	5	6	7
8	9	10	11	12	DOCS	14
15	RR#1	17	18	DL#1	20	21
22	23	24	25	H-7	H-8	28
29	RR#2					

December						
S	M	T	W	Th.	F	S
		1	2	DL#2	4	5
6	7	8	9	10	DOCS	12
13	14	RR#1	16	17	DL#1	19
20	21	22	23	H-9	H-10	26
27	RR#2	29	30	H-12		