



LOYOLA UNIVERSITY CHICAGO  
 DISBURSEMENT SERVICES DEPARTMENT  
 PROCUREMENT CARD ADMINISTRATION

Key:

	DL #1- Down Load #1 for the month
	DL #2- Down Load #1 for the month
	Documentation Submission due to PCA on the second Friday of each month

**2018 PROCUREMENT CARD PROGRAM CALENDAR OF EVENTS**

**2018**

January						
S	M	T	W	T	F	S
	H-1	2	3	DL#2	5	6
7	8	9	10	11	DOCS	13
14	H-2	16	17	DL#1	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				DL#2	2	3
4	5	6	7	8	DOCS	10
11	12	13	14	15	16	17
18	19	DL#1	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	DL#2	3
4	5	6	7	8	DOCS	10
11	12	13	14	15	16	17
18	19	DL#1	21	22	23	24
25	26	27	28	29	H-3	31

April						
S	M	T	W	T	F	S
1	DL#2	3	4	5	6	7
8	9	10	11	12	DOCS	14
15	16	17	18	DL#1	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		1	DL#2	3	4	5
6	7	8	9	10	DOCS	12
13	14	15	16	17	DL#1	19
20	21	22	23	24	25	26
27	H-4	29	30	31		

June						
S	M	T	W	T	F	S
					DL#2	2
3	4	5	6	7	DOCS	9
10	11	12	13	14	15	16
17	18	19	DL#1	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	DL#2	3	H-5	5	6	7
8	9	10	11	12	DOCS	14
15	16	17	18	DL#1	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			DL#2	2	3	4
5	6	7	8	9	DOCS	11
12	13	14	15	16	17	18
19	DL#1	22	23	24	25	25
26	27	28	29	DL#2	31	

September						
S	M	T	W	T	F	S
						1
2	H-6	4	5	6	7	8
9	10	11	12	13	DOCS	15
16	DOCS	18	19	DL#1	21	22
23	24	25	26	27	28	29
30	31					

October						
S	M	T	W	T	F	S
	DL#2	2	3	4	5	6
7	8	9	10	11	DOCS	13
14	15	16	17	DL#1	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
				DL#2	2	3
4	5	6	7	8	DOCS	10
11	12	13	14	15	16	17
18	19	DL#1	21	H-7	H-8	24
25	26	27	28	29	DL#2	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	DOCS	15
16	17	18	19	DL#1	21	22
23	H-9	H-10	26	27	28	29
30	H-11					