



**LOYOLA UNIVERSITY CHICAGO
DISBURSEMENT SERVICES DEPARTMENT**

PROCUREMENT CARD ADMINISTRATION

2019 PROCUREMENT CARD PROGRAM CALENDAR OF EVENTS

Key:

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

2019

January						
S	M	T	W	T	F	S
		H-1	2	DL	4	5
6	7	8	9	10	DOCS	12
13	14	15	16	17	18	19
20	H-2	22	23	24	25	26
27	28	29	30	DL		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	DOCS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					DL	2
3	4	5	6	7	DOCS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	DL	2	3	4	5	6
7	8	9	10	11	DOCS	13
14	15	16	17	18	H-3	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	DL	3	4
5	6	7	8	9	DOCS	11
12	13	14	15	16	17	18
19	20	22	23	24	25	25
26	H-4	28	29	30	DL	

June						
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	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	DL	3	H-5	H-6	6
7	8	9	10	11	DOCS	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	DL	3
4	5	6	7	8	DOCS	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	DL	31

September						
S	M	T	W	T	F	S
1	H-7	3	4	5	6	7
8	9	10	11	12	DOCS	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	DL	3	4	5
6	7	8	9	10	DOCS	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	DL		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	DOCS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H-8	H-9	30

December						
S	M	T	W	T	F	S
1	2	DL	4	5	6	7
8	9	10	11	12	DOCS	14
15	16	17	18	19	20	21
22	23	H-10	H-11	26	27	28
29	30	H-12				