



Pcard Schedule for December:

- Reconciliation must be complete by **December 8, 2017**
- Expense Reports for all fund types due **December 14, 2017**

## Disbursements and Card Services Holiday Schedule

Invoices due for payment should be emailed to [Accounts.Payable@tamucc.edu](mailto:Accounts.Payable@tamucc.edu) by **December 18, 2017** if payment is due before or during the Holiday Break.

Voucher Creates – Due to Disbursements by **December 18, 2017** for process by **December 22, 2017**.

If payment items are turned in after the deadline processing will begin again on **January 2, 2018**.

IDT schedule is set by Accounting Service.

Vendor Set ups – Complete Substitute W9s or Certificate of Foreign Status with W-8BenE – Due to [VendorCare@tamucc.edu](mailto:VendorCare@tamucc.edu) by **December 18, 2017** for process by **December 22, 2017**.