



LOYOLA UNIVERSITY CHICAGO

PROCUREMENT CARD ADMINISTRATION

**2023 PROCUREMENT CARD PROGRAM CALENDAR OF EVENTS**

Key:

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

**2023**

January						
S	M	T	W	T	F	S
			DL	5	6	7
1	H-1	3			DOCS	14
8	9	10	11	12		
15	H-2	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			DL	2	3	4
5	6	7	8	9	DOCS	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
			1	DL	3	4
5	6	7	8	9	DOCS	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	DL	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	H-3	8
9	10	11	12	13	DOCS	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
		DL	3	4	5	6
7	8	9	10	11	DOCS	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H-4	30	31			

June						
S	M	T	W	T	F	S
				DL	2	3
4	5	6	7	8	DOCS	10
11	12	13	14	15	16	17
18	H-5	20	21	22	23	24
25	26	27	28	29	DL	

July						
S	M	T	W	T	F	S
						1
2	3	H-6	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	31					

August						
S	M	T	W	T	F	S
		DL	2	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		

September						
S	M	T	W	T	F	S
					1	2
3	H-7	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

October						
S	M	T	W	T	F	S
	DL	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	31				

November						
S	M	T	W	T	F	S
			DL	2	3	4
5	6	7	8	9	DOCS	11
12	13	14	15	16	17	18
19	20	21	22	H-8	H-9	25
26	27	28	29	DL		

December						
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	H-10	23
24	H-11	H-12	27	28	29	30
31						

Please contact ProCard-Admin@luc.edu with questions concerning download and documentation deadlines.  
 For more information about the ProCard program, please visit our Sharepoint site at <https://loyolauniversitychicago.sharepoint.com/sites/ProCard>