



UNIVERSITY OF MARYLAND

DEPARTMENT OF PROCUREMENT AND STRATEGIC SOURCING

Purchasing Card Program

Chesapeake Building Room 2113-T
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Dates for Reviewer Electronic Sign Off Calendar Year 2019

On or before the fourth Friday of each month for the previous month's billing cycle, the reviewer will indicate completion of the review by performing the electronic review sign off. For your convenience, we have included a list of dates the electronic sign off should be complete for calendar year 2019.

Billing Period	Approximate Billing Period End Date*	Deadline for Electronic Sign Off
January	01/25/2019	02/22/2019
February	02/26/2019	03/22/2019
March	03/26/2019	04/26/2019
April	04/25/2019	05/24/2019
May	05/25/2019	06/28/2019
June	06/25/2019	07/26/2019
July	07/25/2019	08/23/2019
August	08/27/2019	09/27/2019
September	09/25/2019	10/25/2019
October	10/25/2019	11/22/2019
November	11/26/2019	01/03/2020**
December	12/26/2019	01/24/2020

*These are approximate billing period end dates. All billing period end dates fall on the 25th, 26th, or 27th of the month.

**Postponed due to University observed holiday.