

# PROCARD PURCHASING DEADLINE



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## DEADLINE

WEDNESDAY, JUNE 11, 2025

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I am writing to inform you of a very important **purchasing/ProCard deadline of June 11<sup>th</sup>**. The campus cutoff for ProCard purchases is on June 11<sup>th</sup>; therefore, **we must receive all ProCard purchase requests no later than June 11<sup>th</sup>** to allow for internal processing and to meet the deadline. **Items received after the 11<sup>th</sup> may not be processed until July 1st, as we will be focusing on those ordered timely and on orders on funds ending in June.** We appreciate your cooperation in submitting all requests in advance.

ProCard purchases will resume after July 1st for all items that do not meet the submission deadline outlined above. Please let me know if you have any questions and/or concerns.

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## VENDORS THAT COMMONLY REQUIRE PCARD

- Amazon
  - Ebay
  - Office Depot
  - Any vendor not in our e-catalog shopping
  - Any publication charges
  - Any outside vendor/internet order
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## CONTACT

For all procurement questions or concerns, or any questions regarding conference fees please contact [physicspurchandtrvl@ucr.edu](mailto:physicspurchandtrvl@ucr.edu)

*Monday through Friday*

*8:00AM- 12:00PM & 1:00PM - 5:00PM*

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