

**TRANSACTION ENVELOPE (TE) DATES
ENTER THE FOLLOWING DATES FOR EACH MONTHLY TE**

Transaction Envelope (TE) Dates

FY23

*Card Holders-
Adjust coding,
add notes, check
review box and
save weekly
each Thursday.
Approvers-
approve weekly
after card
holders*

Transaction data
pulled from
Commerce Bank
for upload to
BusinessPlus
budgets each
Friday

Start date	End Date	TE due in Business by:
START DATE	END DATE	DUE DATES
7/6/2022	8/2/2022	08/10/22
8/3/2022	8/30/2022	09/07/22
8/31/2022	9/27/2022	10/05/22 *
9/28/2022	10/25/2022	11/02/22
10/26/2022	11/22/2022	11/30/22
11/23/2022	12/20/2022	12/28/22 *
12/21/2022	1/17/2023	01/25/23
1/18/2023	2/14/2023	02/22/23
2/15/2023	3/14/2023	03/22/23 *
3/15/2023	4/11/2023	04/19/23
4/12/2023	5/9/2023	05/17/23
5/10/2023	6/6/2023	06/14/23
6/7/2023	7/4/2023	07/12/23

****ALL REGISTRATION & TRAVEL TRANSACTIONS MUST INCLUDE A LEAVE REQUEST AND A SEMINAR AGENDA**

*** FALL BREAK DUE DATE WILL BE EXTENDED TO 10/12/2022**

*** WINTER BREAK DUE DATE WILL BE EXTENDED TO 1/18/2023**

***SPRING BREAK DUE DATE WILL BE EXTENDED TO 4/5/2023**

**** 6/1/2023 DATA CLEAN UP ON ALL TRANSACTIONS**

CHECK THAT ALL TRANSACTIONS HAVE BEEN REVIEWED AND APPROVED ENTER DATES 7/1/22-6/1/23

****TRANSACTION ENVELOPES NOT RECEIVED BY DUE DATES, CARDS WILL BE SUBJECT TO SUSPENSION**

MAKE EVERY ATTEMPT TO SUBMIT TRANSACTION ENVELOPES (TE)'S ON TIME. THANK YOU!

If you need assistance, please contact: 775-789-3438, 775-348-0307