

TRANSACTION ENVELOPE (TE) DATES

ENTER THE FOLLOWING DATES FOR EACH MONTHLY TE

Transaction Envelope (TE) Dates

FY24

*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 |
| 7/5/2023 | 8/1/2023 | 08/09/23 |
| 8/2/2023 | 8/29/2023 | 09/06/23 |
| 8/30/2023 | 9/26/2023 | 10/04/23 * |
| 9/27/2023 | 10/24/2023 | 11/01/23 |
| 10/25/2023 | 11/21/2023 | 11/29/23 |
| 11/22/2023 | 12/19/2023 | 12/27/23 * |
| 12/20/2023 | 1/16/2024 | 01/24/24 |
| 1/17/2024 | 2/13/2024 | 02/21/24 |
| 2/14/2024 | 3/12/2024 | 03/20/24 * |
| 3/13/2024 | 4/9/2024 | 04/17/24 |
| 4/10/2024 | 5/7/2024 | 05/15/24 |
| 5/8/2024 | 6/4/2024 | 06/12/24 |
| 6/5/2024 | 7/2/2024 | 07/10/24 |

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

*** FALL BREAK DUE DATE WILL BE EXTENDED TO 10/18/2023**

*** WINTER BREAK DUE DATE WILL BE EXTENDED TO 1/17/2024**

***SPRING BREAK DUE DATE WILL BE EXTENDED TO 4/10/2024**

**** 6/1/2024 DATA CLEAN UP ON ALL TRANSACTIONS**

CHECK THAT ALL TRANSACTIONS HAVE BEEN REVIEWED AND APPROVED ENTER DATES 7/1/23-6/1/24

****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