

PCARD TRANSACTION ENVELOPE (TE) CYCLE DATES



FY26		DATES TO ENTER FOR EACH CYCLE		(For site use only)		(For site use only)	
REMINDERS/ TIPS		Start date	End Date	TE DUE:	*	GENERAL COMPLETED	GRANTS COMPLETED (If applicable)
WEEKLY TASKS:		START DATE	END DATE	DUE DATES		Initials/ Date	Initials/ Date
*CHECK DATES BEFORE YOU SAVE. *All receipts must be in order as they appear on report and scanned into 1 document. *All registration and travel must include an approved leave form, seminar agenda and GSA print out (link below). **Rejected TE's must be corrected and resubmitted in 5 days, to avoid card suspension.		7/2/2025	7/29/2025	08/06/25			
		7/30/2025	8/26/2025	09/03/25			
		8/27/2025	9/23/2025	10/01/25			
		9/24/2025	10/21/2025	10/29/25			
		10/22/2025	11/18/2025	11/26/25			
		11/19/2025	12/16/2025	01/07/26	*		
		12/17/2025	1/13/2026	01/21/26			
		1/14/2026	2/10/2026	02/18/26			
		2/11/2026	3/10/2026	03/18/26			
		3/11/2026	4/7/2026	04/15/26			
		4/8/2026	5/5/2026	05/13/26			
		5/6/2026	6/2/2026	06/10/26			
		6/3/2026	6/30/2026	07/08/26			

***Transaction Envelopes not submitted by due date are subject to PCard suspension.**

****** Run the Company Report for the current cycle to assist with creating an accurate envelope.
 REPORTS> COMPANY REPORT > CLICK ON CYCLE > EXECUTE > CLICK IN BOX NEXT TO CARD > SUBMIT

*** December TE-due on or before 1/7/26-please try to submit before you leave for break.**

FRAUD NOTICE: In the event your card has been fraudulently compromised please contact Pcard Technician immediately to shut this card off and or When you receive a new card you will need to do 2 separate transaction envelopes for all transactions and the envelopes will be manually merged together. Use a missing receipt form to explain the fraudulent charges on the card (link below) and name 1 and 2 when you submit.

Pcard Technician: Jessica Valdovinos, Jessica.Valdovinos@WashoeSchools.net 775-348-0307

AP Supervisor (Pcard Tech Back UP): Maria Ontiveros, Maria.Ontiveros@WashoeSchools.net 775-348-3438

COMMERCE BANK LINK: <https://controlpayadvanced.com/welcome.aspx?ReturnUrl=%2f>

PCARD MANUAL: <https://wcsdpolicy.net/search.php?search=AP-M001>

CONTROL PAY GUIDE: <https://wcsdpolicy.net/search.php?search=AP-M002>

MISSING RECEIPT FORM: <https://wcsdpolicy.net/search.php?search=AP-F013>

PCARD INCREASE FORM: <https://wcsdpolicy.net/search.php?search=AP-F016>

LINK TO PCARD ASSISTANCE: <https://www.washoeschools.net/Page/19635>

WCSO WEBSITE PCARD INFORMATION: <https://www.washoeschools.net/Page/17733>

GSA WEBSITE FOR PER DIEM RATES: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

PROFESSIONAL LEAVE REQUEST, HR-F530 <https://www.washoeschools.net/Domain/263>

B+/BUSINESS PROCESS WEB PAGE: <https://www.washoeschools.net/domain/1823>