



APC Certification of LAPC Quarterly Review Dates for FY15

The [LAPC Quarterly Review Checklist](#) and the [APC Certification of LAPC Quarterly Review](#) are completed quarterly, according to the following timeline:

Quarter Reviewed	For the Months of	LAPC Due Date to APC	APC Due Date to the CCSC
Q3 FY14	April – June	August 29	September 8, 2014
Q4 FY14	July – September	November 28	December 8, 2014
Q1 FY15	October – December	February 27	March 9, 2015
Q2 FY15	January – March	May 29	June 8, 2015
Q3 FY15	April – June	August 31	September 8, 2015
Q4 FY15	July – September	November 30	December 7, 2015

The review should include approximately 25% of the LAPCs’ Cardholders each quarter and as a result, the review should cover 100% of the LAPC’s Cardholders by the end of the year. This review does not mean you must look at physical documentation from every cardholder within that 25% of cardholders you review each quarter. If the reviews are performed throughout the quarter, the number of reviews stipulated should be manageable for all LAPCs. There should be at least some physical review of documentation done of the reviewed cardholders each quarter in the form of scanned, faxed, or original receipts, purchase orders, or other like documentation.