

**ProCard Cycle Dates FY 2018-19**

<b>MONTH</b>	<b>PROCARD CYCLE START DATE</b>	<b>PROCARD CYCLE END DATE</b>	<b>EDIT TRANSACTIONS IN PEOPLESOFT</b>	<b>DUE DATE REPORTS <u>RECEIVED</u> IN AP BY 10 AM ON**</b>
July	6/16/2018	7/16/2018	7/17/2018- 7/25/2018	7/26/2018
August	7/17/2018	8/15/2018	8/16/2018 - 8/27/2018	8/28/2018
September	8/16/2018	9/17/2018	9/18/2018 - 9/24/2018	9/25/2018
October	9/18/2018	10/15/2018	10/16/2018 - 10/25/2018	10/26/2018
November *	10/16/2018	11/15/2018	11/16/2018 - 12/02/2018	12/3/2018
December *	11/16/2018	12/17/2018	12/18/2018 - 1/6/2019	1/7/2019
January	12/18/2018	1/15/2019	1/16/2019 - 1/27/2019	1/28/2019
February	1/16/2019	2/15/2019	2/18/2019 - 2/24/2019	2/25/2019
March	2/16/2019	3/15/2019	3/18/2019 - 3/25/2019	3/26/2019
April	3/16/2019	4/15/2019	4/16/2019 - 4/24/2019	4/25/2019
May	4/16/2019	5/15/2019	5/16/2019 - 5/28/2019	5/29/2019
June	5/16/2019	6/17/2019	6/18/2019 - 6/24/2019	6/25/2019

\* Due to the campus closures the transactions for these months will be posted in Finance in the following month.

\*\*It is necessary that Accounts Payable have your report in hand no later than 10 AM on the due dates above to allow sufficient time to review the paper work and to make use tax adjustments as required. Please DO NOT put your report in campus mail, instead have your report hand delivered to Business Services (SBS 345). Note: Due to the increasing volume of purchases by ProCard, AP requires additional time to process the reconciliations.