

PROCARD CYCLE DATES - FY 2022-23

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESFT	DUE DATE FOR ASSOCIATED STUDENTS' REPORTS	DUE DATE REPORTS RECEIVED IN AP BY 10:00 AM
July	6/16/2022	7/15/2022	7/18/2022- 7/25/2022	7/26/2022	7/26/2022
August	7/16/2022	8/15/2022	8/16/2022 - 8/24/2022	8/25/2022	8/25/2022
September	8/16/2022	9/15/2022	9/16/2022 - 9/22/2022	9/23/2022	9/23/2022
October	9/16/2022	10/17/2022	10/18/2022 - 10/24/2022	10/25/2022	10/25/2022
November *	10/18/2022	11/15/2022	11/16/2022 - 11/28/2022	11/21/2022	11/29/2022
December *	11/16/2022	12/15/2022	12/16/2022 - 1/3/2023	12/20/2022	1/4/2023
January	12/16/2022	1/17/2023	1/18/2023 - 1/24/2023	1/25/2023	1/25/2023
February	1/18/2023	2/15/2023	2/16/2023 - 2/22/2023	2/23/2023	2/23/2023
March	2/16/2023	3/15/2023	3/16/2023 - 3/23/2023	3/24/2023	3/24/2023
April	3/16/2023	4/17/2023	4/18/2023 - 4/24/2023	4/25/2023	4/25/2023
May	4/18/2023	5/15/2023	5/16/2023 - 5/23/2023	5/24/2023	5/24/2023
June	5/16/2023	6/15/2023	6/16/2023 - 6/22/2023	6/23/2023	6/23/2023

* Due to campus holiday 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 10:00 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 311). *While Telecommuting during COVID, please email the procard recon with all backup and approvals as one pdf to accountspayable@humboldt.edu no later than 10:00 AM on the due date listed above (email approvals allowed).*