

ProCard Cycle Dates FY 2017-18

| MONTH | PROCARD CYCLE START DATE | PROCARD CYCLE END DATE | EDIT TRANSACTIONS IN PEOPLESFT | DUE DATE REPORTS <u>RECEIVED</u> IN AP BY 10 AM ON** |
|--------------|-----------------------------------------|---------------------------------------|-------------------------------------------|---------------------------------------------------------------------|
| July | 6/16/2017 | 7/17/2017 | 7/18/2017- 7/26/2017 | 7/27/2017 |
| August | 7/18/2017 | 8/15/2017 | 8/16/2017 - 8/28/2017 | 8/29/2017 |
| September | 8/16/2017 | 9/15/2017 | 9/18/2017 - 9/26/2017 | 9/27/2017 |
| October | 9/16/2017 | 10/16/2017 | 10/17/2017 - 10/26/2017 | 10/27/2017 |
| November * | 10/17/2017 | 11/15/2017 | 11/16/2017 - 11/30/2017 | 12/1/2017 |
| December * | 11/16/2017 | 12/15/2017 | 12/18/2017 - 1/4/2018 | 1/5/2018 |
| January | 12/16/2017 | 1/16/2018 | 1/17/2018 - 1/28/2018 | 1/29/2018 |
| February | 1/17/2018 | 2/15/2018 | 2/16/2018 - 2/25/2018 | 2/26/2018 |
| March | 2/16/2018 | 3/15/2018 | 3/16/2018 - 3/26/2018 | 3/27/2018 |
| April | 3/16/2018 | 4/16/2018 | 4/17/2018 - 4/25/2018 | 4/26/2018 |
| May | 4/17/2018 | 5/15/2018 | 5/16/2018 - 5/28/2018 | 5/29/2018 |
| June | 5/16/2018 | 6/15/2018 | 6/18/2018 - 6/26/2018 | 6/27/2018 |

*** 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 on the date due, instead have your report hand delivered to Accounts Payable (SBS 345).**