

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).**