

ProCard Cycle Dates FY 2019-20

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESOFT	DUE DATE REPORTS <u>RECEIVED</u> IN AP **
July	6/18/2019	7/15/2019	7/16/2019- 7/25/2019	7/26/2019
August	7/16/2019	8/15/2019	8/16/2019 - 8/26/2019	8/27/2019
September	8/16/2019	9/16/2019	9/17/2019 - 9/24/2019	9/25/2019
October	9/17/2019	10/15/2019	10/16/2019 - 10/27/2019	10/28/2019
November *	10/16/2019	11/15/2019	11/18/2019 - 12/02/2019	12/3/2019
December *	11/16/2019	12/16/2019	12/17/2019 - 1/6/2020	1/7/2020
January	12/17/2019	1/15/2020	1/16/2020 - 1/27/2020	1/28/2020
February	1/16/2020	2/18/2020	2/19/2020 - 2/24/2020	2/25/2020
March	2/19/2020	3/16/2020	3/17/2020 - 3/24/2020	3/25/2020
April	3/17/2020	4/15/2020	4/16/2020 - 4/26/2020	4/27/2020
May	4/16/2020	5/15/2020	5/18/2020 - 5/25/2020	5/26/2020
June	5/16/2020	6/15/2020	6/16/2020 - 6/24/2020	6/25/2020

* 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 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).