

ProCard Cycle Dates FY 2020-21

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESOFT	DUE DATE REPORTS <u>RECEIVED</u> IN AP **
July	6/16/2020	7/15/2020	7/16/2020- 7/26/2020	7/27/2020
August	7/16/2020	8/17/2020	8/18/2020 - 8/24/2020	8/25/2020
September	8/18/2020	9/15/2020	9/16/2020 - 9/23/2020	9/24/2020
October	9/16/2020	10/15/2020	10/16/2020 - 10/25/2020	10/26/2020
November *	10/16/2020	11/17/2020	11/17/2020 - 11/30/2020	12/1/2020
December *	11/18/2020	12/15/2020	12/16/2020 - 1/5/2021	1/6/2021
January	12/16/2020	1/15/2021	1/18/2021 - 1/25/2021	1/26/2021
February	1/16/2021	2/15/2021	2/16/2021 - 2/22/2021	2/23/2021
March	2/16/2021	3/15/2021	3/16/2021 - 3/24/2021	3/25/2021
April	3/16/2021	4/15/2021	4/16/2021 - 4/25/2021	4/26/2021
May	4/16/2021	5/17/2021	5/18/2021- 5/24/2021	5/25/2021
June	5/18/2021	6/15/2021	6/16/2021 - 6/23/2021	6/24/2021

* 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).