2024 P-Card Reporting Cycle Calendar

Reporting Cycle ()=(FYmonth)	Transaction Posting "FROM" Date	Transaction Posting "TO" Date	Departmental Reallocation Due Date		Accounts Payable Audit/Processing Due Date	University Bill Pay Due Date
January 2024 (05)	12/04/23	01/03/24	4 pm on	Friday, January 12, 2024	Tuesday, January 23, 2024	Thursday, January 25, 2024
February 2024 (06)	01/04/24	02/03/24	4 pm on	Tuesday, February 13, 2024	Friday, February 23, 2024	Friday, February 23, 2024
March 2024 (07)	02/04/24	03/03/24	4 pm on	Wednesday, March 13, 2024	Friday, March 22, 2024	Monday, March 25, 2024
April 2024 (08)	03/04/24	04/03/24	4 pm on	Friday, April 12, 2024	Tuesday, April 23, 2024	Thursday, April 25, 2024
May 2024 (09)	04/04/24	05/03/24	4 pm on	Monday, May 13, 2024	Thursday, May 23, 2024	Friday, May 24, 2024
June 2024 (10)	05/04/24	06/03/24	4 pm on	Thursday, June 13, 2024	Friday, June 21, 2024	Tuesday, June 25, 2024
July 2024 (11)	06/04/24	07/03/24	4 pm on	Friday, July 12, 2024	Tuesday, July 23, 2024	Thursday, July 25, 2024
August 2024 (12)	07/04/24	08/03/24	4 pm on	Tuesday, August 13, 2024	Friday, August 23, 2024	Monday, August 26, 2024
September 2024 (01)	08/04/24	09/03/24	4 pm on	Friday, September 6, 2024	Thursday, September 12, 2024	Friday, September 13, 2024
October 2024 (02)	09/04/24	10/03/24	4 pm on	Monday, October 14, 2024	Wednesday, October 23, 2024	Friday, October 25, 2024
November 2024 (03)	10/04/24	11/03/24	4 pm on	Wednesday, November 13, 2024	Friday, November 22, 2024	Monday, November 25, 2024
December 2024 (04)	11/04/24	12/03/24	4 pm on	Thursday, December 12, 2024	Wednesday, December 18, 2024	Friday, December 20, 2024

Note: September deadlines are subject to change based on UH End of Year Calendar Timeline.

Reporting cycles end on the 3rd of each month. However, Expense Reports should never be run before the 5th of the month.