

## 2025 P-Card Reporting Cycle Calendar

| Reporting Cycle<br>()=(FYmonth) | Transaction Posting<br>"FROM" Date | Transaction Posting<br>"TO" Date | Departmental Reallocation<br>Due Date | Accounts Payable<br>Audit/Processing Due Date | University Bill Pay Due Date |
|---------------------------------|------------------------------------|----------------------------------|---------------------------------------|---|------------------------------|
| January 2025 (05)               | 12/04/24                           | 01/03/25                         | 4 pm on Monday, January 13, 2025      | Thursday, January 23, 2025                    | Friday, January 24, 2025     |
| February 2025 (06)              | 01/04/25                           | 02/03/25                         | 4 pm on Thursday, February 13, 2025   | Friday, February 21, 2025                     | Monday, February 24, 2025    |
| March 2025 (07)                 | 02/04/25                           | 03/03/25                         | 4 pm on Thursday, March 13, 2025      | Friday, March 21, 2025                        | Tuesday, March 25, 2025      |
| April 2025 (08)                 | 03/04/25                           | 04/03/25                         | 4 pm on Monday, April 14, 2025        | Wednesday, April 23, 2025                     | Friday, April 25, 2025       |
| May 2025 (09)                   | 04/04/25                           | 05/03/25                         | 4 pm on Tuesday, May 13, 2025         | Friday, May 23, 2025                          | Friday, May 23, 2025         |
| June 2025 (10)                  | 05/04/25                           | 06/03/25                         | 4 pm on Friday, June 13, 2025         | Monday, June 23, 2025                         | Wednesday, June 25, 2025     |
| July 2025 (11)                  | 06/04/25                           | 07/03/25                         | 4 pm on Monday, July 14, 2025         | Wednesday, July 23, 2025                      | Friday, July 25, 2025        |
| August 2025 (12)                | 07/04/25                           | 08/03/25                         | 4 pm on Wednesday, August 13, 2025    | Friday, August 22, 2025                       | Monday, August 25, 2025      |
| September 2025 (01)             | 08/04/25                           | 09/03/25                         | 4 pm on Friday, September 5, 2025     | Thursday, September 11, 2025                  | Friday, September 12, 2025   |
| October 2025 (02)               | 09/04/25                           | 10/03/25                         | 4 pm on Monday, October 13, 2025      | Thursday, October 23, 2025                    | Friday, October 24, 2025     |
| November 2025 (03)              | 10/04/25                           | 11/03/25                         | 4 pm on Thursday, November 13, 2025   | Friday, November 21, 2025                     | Monday, November 24, 2025    |
| December 2025 (04)              | 11/04/25                           | 12/03/25                         | 4 pm on Friday, December 12, 2025     | Thursday, December 18, 2025                   | Friday, December 19, 2025    |

**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.**