PROCARD CYCLE DATES - FY 2023-24

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESOFT	DUE DATE FOR ASSOCIATED STUDENTS' REPORTS	DUE DATE REPORTS RECEIVED IN AP BY 10:00 AM
July	6/16/2023	7/17/2023	7/18/2023- 7/24/2023	7/25/2023	7/25/2023
August	7/18/2023	8/15/2023	8/16/2023 - 8/23/2023	8/24/2023	8/24/2023
September	8/16/2023	9/15/2023	9/18/2023 - 9/22/2023	9/25/2023	9/25/2023
October	9/16/2023	10/16/2023	10/17/2023 - 10/23/2023	10/24/2023	10/24/2023
November *	10/17/2023	11/15/2023	11/16/2023 - 11/29/2023	11/30/2023	11/30/2023
December *	11/16/2023	12/15/2023	12/18/2023 - 1/2/2024	12/19/2023	1/3/2024
January	12/16/2023	1/15/2024	1/16/2024 - 1/23/2024	1/24/2024	1/24/2024
February	1/16/2024	2/15/2024	2/16/2024 - 2/22/2024	2/23/2024	2/23/2024
March	2/16/2024	3/15/2024	3/18/2024 - 3/22/2024	3/25/2024	3/25/2024
April	3/16/2024	4/15/2024	4/16/2024 - 4/23/2024	4/24/2024	4/24/2024
May	4/16/2024	5/15/2024	5/16/2024 - 5/23/2024	5/24/2024	5/24/2024
June	5/16/2024	6/17/2024	6/18/2024 - 6/21/2024	6/24/2024	6/24/2024

* Due to campus holiday closures, the transactions for these months will be posted in Finance in the following month.

Please email the procard reconcillation with all backup and approvals as one pdf to accountspayable@humboldt.edu no later than 10:00 AM on the due date listed above.