

## PROCARD CYCLE DATES - FY 2024-2025

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESOFT	DUE DATE REPORTS <b>RECEIVED</b> IN AP BY 10:00 AM
July	6/18/2024	7/15/2024	7/16/2024- 7/22/2024	7/23/2024
August	7/16/2024	8/15/2024	8/16/2024 - 8/21/2024	8/22/2024
September	8/16/2024	9/16/2024	9/17/2024 - 9/23/2024	9/24/2024
October	9/17/2024	10/15/2024	10/16/2024 - 10/21/2024	10/22/2024
November *	10/16/2024	11/15/2024	11/18/2024 - 11/24/2024	11/25/2024
December *	11/16/2024	12/16/2024	12/17/2024 - 12/23/2024	12/24/2024
January	12/17/2024	1/15/2025	1/16/2025 - 1/21/2025	1/22/2025
February	1/16/2025	2/17/2025	2/18/2025 - 2/24/2025	2/25/2025
March	2/18/2025	3/17/2025	3/18/2025 - 3/24/2025	3/25/2025
April	3/18/2025	4/15/2025	4/16/2025 - 4/21/2025	4/22/2025
May	4/16/2025	5/15/2025	5/16/2025 - 5/21/2025	5/22/2025
June	5/16/2025	6/16/2025	6/17/2025 - 6/22/2025	6/23/2025

**\*Due to campus holiday closures, please note all Associated Students Reports for November and December are due 11/22/24 and 12/20/24, respectively, in order to ensure payment of credit card statements is received successfully. All transactions for all Business Units 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](mailto:accountspayable@humboldt.edu) no later than 10:00 AM on the due date listed above.**