

**PROCUREMENT CARD
BILLING CYCLE SCHEDULE**

Concur Report Name	Transaction Activity/Statement		Submit/Approved** Deadline
	<u>From Date</u>	<u>To Date</u>	
Sept 2024 #0000*	08/04/2024	08/31/2024	09/03/2024
Oct 2024 #0000*	09/01/2024	10/03/2024	10/15/2024
Nov 2024 #0000*	10/04/2024	11/03/2024	11/15/2024
Dec 2024 #0000*	11/04/2024	12/03/2024	12/16/2024
Jan 2025 #0000*	12/04/2024	01/03/2025	01/15/2025
Feb 2025 #0000*	01/04/2025	02/03/2025	02/17/2025
Mar 2025 #0000*	02/04/2025	03/03/2025	03/17/2025
Apr 2025 #0000*	03/04/2025	04/03/2025	04/15/2025
May 2025 #0000*	04/04/2025	05/03/2025	05/15/2025
Jun 2025 #0000*	05/04/2025	06/03/2025	06/16/2025
Jul 2025 #0000*	06/04/2025	07/03/2025	07/15/2025
Aug 2025 #0000*	07/04/2025	08/03/2025	08/15/2025
Sept 2025 #0000*	08/04/2025	08/31/2025	09/02/2025

**The university standard for naming the report is based on the Billing Cycle month and the last four of your individual card. Month Year #(last four numbers of card).*

***Only one approved Expense Report may be submitted per cardholder per month*

