

**2026**

**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 2026 (05)	12/04/26	01/03/26	4 pm on Wednesday, January 14, 2026	Thursday, January 22, 2026	Friday, January 23, 2026
February 2026 (06)	01/04/26	02/03/26	4 pm on Friday, February 13, 2026	Friday, February 20, 2026	Monday, February 23, 2026
March 2026 (07)	02/04/26	03/03/26	4 pm on Thursday, March 12, 2026	Friday, March 20, 2026	Monday, March 23, 2026
April 2026 (08)	03/04/26	04/03/26	4 pm on Tuesday, April 14, 2026	Thursday, April 23, 2026	Friday, April 24, 2026
May 2026 (09)	04/04/26	05/03/26	4 pm on Tuesday, May 12, 2026	Thursday, May 21, 2026	Monday, May 25, 2026
June 2026 (10)	05/04/26	06/03/26	4 pm on Friday, June 12, 2026	Monday, June 22, 2026	Wednesday, June 24, 2026
July 2026 (11)	06/04/26	07/03/26	4 pm on Tuesday, July 14, 2026	Wednesday, July 22, 2026	Friday, July 24, 2026
August 2026 (12)	07/04/26	08/03/26	4 pm on Wednesday, August 12, 2026	Friday, August 21, 2026	Monday, August 24, 2026
September 2026 (01)	08/04/26	09/03/26	4 pm on Tuesday, September 8, 2026	Thursday, September 10, 2026	Friday, September 11, 2026
October 2026 (02)	09/04/26	10/03/26	4 pm on Monday, October 12, 2026	Thursday, October 22, 2026	Friday, October 23, 2026
November 2026 (03)	10/04/26	11/03/26	4 pm on Thursday, November 12, 2026	Monday, November 23, 2026	Tuesday, November 24, 2026
December 2026 (04)	11/04/26	12/03/26	4 pm on Friday, December 11, 2026	Wednesday, December 16, 2026	Thursday, December 17, 2026

**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.**