2019 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 2019 (05)	12/04/18	01/03/19	4 pm on	Monday, January 14, 2019	Wednesday, January 23, 2019	Friday, January 25, 2019
February 2019 (06)	01/04/19	02/03/19	4 pm on	Wednesday, February 13, 2019	Friday, February 22, 2019	Monday, February 25, 2019
March 2019 (07)	02/04/19	03/03/19	4 pm on	Wednesday, March 13, 2019	Friday, March 22, 2019	Monday, March 25, 2019
April 2019 (08)	03/04/19	04/03/19	4 pm on	Friday, April 12, 2019	Tuesday, April 23, 2019	Thursday, April 25, 2019
May 2019 (09)	04/04/19	05/03/19	4 pm on	Monday, May 13, 2019	Thursday, May 23, 2019	Friday, May 24, 2019
June 2019 (10)	05/04/19	06/03/19	4 pm on	Thursday, June 13, 2019	Monday, June 24, 2019	Tuesday, June 25, 2019
July 2019 (11)	06/04/19	07/03/19	4 pm on	Friday, July 12, 2019	Tuesday, July 23, 2019	Thursday, July 25, 2019
August 2019 (12)	07/04/19	08/03/19	4 pm on	Tuesday, August 13, 2019	Wednesday, August 21, 2019	Friday, August 23, 2019
September 2019 (01)	08/04/19	09/03/19	4 pm on	Monday, September 9, 2019	Friday, September 13, 2019	Wednesday, September 18, 2019
October 2019 (02)	09/04/19	10/03/19	4 pm on	Monday, October 14, 2019	Wednesday, October 23, 2019	Friday, October 25, 2019
November 2019 (03)	10/04/19	11/03/19	4 pm on	Wednesday, November 13, 2019	Wednesday, November 20, 2019	Friday, November 22, 2019
December 2019 (04)	11/04/19	12/03/19	4 pm on	Wednesday, December 11, 2019	Wednesday, December 18, 2019	Friday, December 20, 2019

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.