

2022 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 2022 (05)	12/04/21	01/03/21	4 pm on Thursday, January 13, 2022	Monday, January 24, 2022	Thursday, January 27, 2022
February 2022 (06)	01/04/22	02/03/22	4 pm on Monday, February 14, 2022	Tuesday, February 22, 2022	Friday, February 25, 2022
March 2022 (07)	02/04/22	03/03/22	4 pm on Monday, March 14, 2022	Thursday, March 24, 2022	Friday, March 25, 2022
April 2022 (08)	03/04/22	04/03/22	4 pm on Wednesday, April 13, 2022	Friday, April 22, 2022	Tuesday, April 26, 2022
May 2022 (09)	04/04/22	05/03/22	4 pm on Friday, May 13, 2022	Monday, May 23, 2022	Wednesday, May 25, 2022
June 2022 (10)	05/04/22	06/03/22	4 pm on Monday, June 13, 2022	Tuesday, June 21, 2022	Friday, June 24, 2022
July 2022 (11)	06/04/22	07/03/22	4 pm on Wednesday, July 13, 2022	Friday, July 22, 2022	Tuesday, July 26, 2022
August 2022 (12)	07/04/22	08/03/22	4 pm on Friday, August 12, 2022	Monday, August 22, 2022	Thursday, August 25, 2022
September 2022 (01)	08/04/22	09/03/22	4 pm on Friday, September 9, 2022	Wednesday, September 14, 2022	Thursday, September 15, 2022
October 2022 (02)	09/04/22	10/03/22	4 pm on Thursday, October 13, 2022	Thursday, October 20, 2022	Tuesday, October 25, 2022
November 2022 (03)	10/04/22	11/03/22	4 pm on Thursday, November 10, 2022	Thursday, November 17, 2022	Tuesday, November 22, 2022
December 2022 (04)	11/04/22	12/03/22	4 pm on Tuesday, December 13, 2022	Tuesday, December 20, 2022	Thursday, December 22, 2022

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.