

2023 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 2023 (05)	12/04/22	01/03/23	4 pm on Friday, January 13, 2023	Tuesday, January 24, 2023	Friday, January 27, 2023
February 2023 (06)	01/04/23	02/03/23	4 pm on Monday, February 13, 2023	Thursday, February 23, 2023	Friday, February 24, 2023
March 2023 (07)	02/04/23	03/03/23	4 pm on Monday, March 13, 2023	Thursday, March 23, 2023	Friday, March 24, 2023
April 2023 (08)	03/04/23	04/03/23	4 pm on Thursday, April 13, 2023	Monday, April 24, 2023	Wednesday, April 26, 2023
May 2023 (09)	04/04/23	05/03/23	4 pm on Friday, May 12, 2023	Tuesday, May 23, 2023	Thursday, May 25, 2023
June 2023 (10)	05/04/23	06/03/23	4 pm on Tuesday, June 13, 2023	Wednesday, June 21, 2023	Monday, June 26, 2023
July 2023 (11)	06/04/23	07/03/23	4 pm on Thursday, July 13, 2023	Monday, July 24, 2023	Wednesday, July 26, 2023
August 2023 (12)	07/04/23	08/03/23	4 pm on Monday, August 14, 2023	Tuesday, August 22, 2023	Friday, August 25, 2023
September 2023 (01)	08/04/23	09/03/23	4 pm on Friday, September 8, 2023	Thursday, September 14, 2023	Friday, September 15, 2023
October 2023 (02)	09/04/23	10/03/23	4 pm on Friday, October 13, 2023	Monday, October 23, 2023	Wednesday, October 25, 2023
November 2023 (03)	10/04/23	11/03/23	4 pm on Monday, November 13, 2023	Thursday, November 16, 2023	Tuesday, November 21, 2023
December 2023 (04)	11/04/23	12/03/23	4 pm on Wednesday, December 13, 2023	Tuesday, December 19, 2023	Friday, December 22, 2023

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.

Revised 01/05/2023