

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)	12/04/25	01/03/26	4 pm on Tuesday, January 13, 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 Friday, March 13, 2026	Monday, March 23, 2026	Tuesday, March 24, 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 Wednesday, May 13, 2026	Friday, May 22, 2026	Monday, May 25, 2026
June 2026 (10)	05/04/26	06/03/26	4 pm on Friday, June 12, 2026	Tuesday, June 23, 2026	Wednesday, June 24, 2026
July 2026 (11)	06/04/26	07/03/26	4 pm on Wednesday, July 15, 2026	Thursday, July 23, 2026	Friday, July 24, 2026
August 2026 (12)	07/04/26	08/03/26	4 pm on Thursday, August 13, 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 Tuesday, October 13, 2026	Thursday, October 22, 2026	Friday, October 23, 2026
November 2026 (03)	10/04/26	11/03/26	4 pm on Friday, November 13, 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	Thursday, December 17, 2026	Friday, December 18, 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.