

**PROCUREMENT CARD
BILLING CYCLE SCHEDULE**

Concur Report Name	Transaction Activity/Statement		Submit/Approved** Deadline
	<u>From Date</u>	<u>To Date</u>	
Sept 2021 #0000*	08/04/2021	08/31/2021	09/02/2021
Oct 2021 #0000*	09/01/2021	10/03/2021	10/15/2021
Nov 2021 #0000*	10/04/2021	11/03/2021	11/15/2021
Dec 2021 #0000*	11/04/2021	12/03/2021	12/15/2021
Jan 2022 #0000*	12/04/2021	01/03/2022	01/18/2022
Feb 2022 #0000*	01/04/2022	02/03/2022	02/15/2022
Mar 2022 #0000*	02/04/2022	03/03/2022	03/15/2022
Apr 2022 #0000*	03/04/2022	04/03/2022	04/15/2022
May 2022 #0000*	04/04/2022	05/03/2022	05/16/2022
Jun 2022 #0000*	05/04/2022	06/03/2022	06/15/2022
Jul 2022 #0000*	06/04/2022	07/03/2022	07/15/2022
Aug 2022 #0000*	07/04/2022	08/03/2022	08/15/2022
Sept 2022 #0000*	08/04/2022	08/31/2022	09/02/2022

**The university standard for naming the report is based on the Billing Cycle month and the last four of your individual card. Month Year #(last four numbers of card).*

***Only one approved Expense Report may be submitted per cardholder per month*



TEXAS A&M
UNIVERSITY
KINGSVILLE