

**PROCUREMENT CARD  
BILLING CYCLE SCHEDULE**

| Concur Report Name | Transaction Activity/Statement |                | Submit/Approved**<br>Deadline |
|--------------------|--------------------------------|----------------|-------------------------------|
|                    | <u>From Date</u>               | <u>To Date</u> |                               |
| Sept 2023 #0000*   | 08/04/2023                     | 08/31/2023     | 09/05/2023                    |
| Oct 2023 #0000*    | 09/01/2023                     | 10/03/2023     | 10/16/2023                    |
| Nov 2023 #0000*    | 10/04/2023                     | 11/03/2023     | 11/15/2023                    |
| Dec 2023 #0000*    | 11/04/2023                     | 12/03/2023     | 12/15/2023                    |
| Jan 2024 #0000*    | 12/04/2023                     | 01/03/2024     | 01/16/2024                    |
| Feb 2024 #0000*    | 01/04/2024                     | 02/03/2024     | 02/15/2024                    |
| Mar 2024 #0000*    | 02/04/2024                     | 03/03/2024     | 03/15/2024                    |
| Apr 2024 #0000*    | 03/04/2024                     | 04/03/2024     | 04/15/2024                    |
| May 2024 #0000*    | 04/04/2024                     | 05/03/2024     | 05/15/2024                    |
| Jun 2024 #0000*    | 05/04/2024                     | 06/03/2024     | 06/17/2024                    |
| Jul 2024 #0000*    | 06/04/2024                     | 07/03/2024     | 07/15/2024                    |
| Aug 2024 #0000*    | 07/04/2024                     | 08/03/2024     | 08/15/2024                    |
| Sept 2024 #0000*   | 08/04/2024                     | 08/31/2024     | 09/03/2024                    |

*\*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*

