PROCARD CYCLE DATES - FY 2025-2026

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESOFT	DUE DATE REPORTS RECEIVED IN AP BY 10:00 AM
July	6/17/2025	7/15/2025	7/16/25-7/21/25	7/22/2025
August	7/16/2025	8/15/2025	8/18/25-8/21/25	8/22/2025
September	8/16/2025	9/15/2025	9/16/25-9/19/25	9/22/2025
October	9/16/2025	10/15/2025	10/16/25-10/21/25	10/22/2025
November *	10/16/2025	11/17/2025	11/18/25-11/21/25	11/24/2025
December *	11/18/2025	12/15/2025	12/16/25-12/19/25	12/22/2025
January	12/16/2025	1/15/2026	1/16/26-1/22/26	1/23/2026
February	1/16/2026	2/17/2026	2/18/26-2/23/26	2/24/2026
March	2/18/2026	3/16/2026	3/17/26-3/20/26	3/23/2026
April	3/17/2026	4/15/2026	4/16/26-4/21/26	4/22/2026
May	4/16/2026	5/15/2026	5/18/26-5/21/26	5/22/2026
June	5/16/2026	6/16/2026	6/17/26-6/23/26	6/24/2026

* Due to campus holiday closures, please note all Reports for November and December are due 11/24/25 and 12/22/25, respectively, in order to ensure timely payment of credit card payments to US Bank. All transactions for all Business Units these months will be posted in Finance in the following month.

Please email the procard reconciliation with all backup and approvals as one pdf to accountspayable@humboldt.edu no later than 10:00 AM on the due date listed above.