

PROCARD CYCLE DATES - FY 2026-27

MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	EDIT TRANSACTIONS IN PEOPLESFT	DUE DATE REPORTS RECEIVED IN AP BY 10:00 AM
July	6/17/2026	7/15/2026	7/16/2026 - 7/21/2026	7/22/2026
August	7/16/2026	8/17/2026	8/18/2026 - 8/21/2026	8/24/2026
September	8/18/2026	9/15/2026	9/16/2026 - 9/21/2026	9/22/2026
October	9/16/2026	10/15/2026	10/16/2026 - 10/21/2026	10/22/2026
November *	10/16/2026	11/16/2026	11/17/2026 - 11/20/2026	11/23/2026
December *	11/17/2026	12/15/2026	12/16/2026 - 12/21/2026	12/22/2026
January	12/16/2026	1/15/2027	1/19/2027 - 1/22/2027	1/25/2027
February	1/16/2027	2/15/2027	2/16/2027 - 2/21/2027	2/22/2027
March	2/17/2027	3/15/2027	3/16/2027 - 3/19/2027	3/22/2027
April	3/16/2027	4/15/2027	4/16/2027 - 4/21/2027	4/22/2027
May	4/16/2027	5/17/2027	5/18/2027 - 5/21/2027	5/24/2027
June	5/18/2027	6/15/2027	6/16/2027 - 6/22/2027	6/23/2027

**** Due to campus holiday closures, please note all Reports for November and December are due 11/23/26 and 12/22/26, 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.**

*ADV/CMP/ASB - 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.

*SPF - [Submit your ProCard reconciliation on this DocuSign form](#)