

All expense reports must be submitted and approved by the **10th** of the following month following the end of the billing cycle. Cardholders must reconcile their bank statement with the receipts, credit memos and expense reports. ProCard transactions/expense forms not submitted and approved will result in automatic **suspension** of card.

### FY 2026

July 2025	June 26, 2025 – July 25, 2025	August 10, 2025
August 2025	July 26, 2025 – August 25, 2025	September 10, 2025
September 2025	August 26, 2025 – September 25, 2025	October 10, 2025
October 2025	September 26, 2025 – October 26, 2025	November 10, 2025
November 2025	October 27, 2025 – November 25, 2025	December 10, 2025
December 2025	November 26, 2025 – December 26, 2025	January 10, 2026
January 2026	December 27, 2025 – January 26, 2026	February 10, 2026
February 2026	January 27, 2026 – February 25, 2026	March 10, 2026
March 2026	February 26, 2026 – March 25, 2026	April 10, 2026
April 2026	March 26, 2026 – April 26, 2026	May 10, 2026
May 2026	April 26, 2026 – May 26, 2026	June 10, 2026
June 2026	May 27, 2026 – June 25, 2026	TBD