

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 2027

July 2026	June 26, 2026 – July 25, 2026	August 10, 2026
August 2026	July 26, 2026 – August 25, 2026	September 10, 2026
September 2026	August 26, 2026 – September 25, 2026	October 12, 2026
October 2026	September 26, 2026 – October 26, 2026	November 10, 2026
November 2026	October 27, 2026– November 25, 2026	December 10, 2026
December 2026	November 26, 2026 – December 26, 2026	January 11, 2027
January 2027	December 27, 2026 – January 25, 2027	February 10, 2027
February 2027	January 26, 2027 – February 25, 2027	March 10, 2027
March 2027	February 26, 2027 – March 25, 2027	April 12, 2027
April 2027	March 26, 2027 – April 26, 2027	May 10, 2027
May 2027	April 27, 2027– May 25, 2027	TBD
June 2027	May 26, 2027 – June 25, 2027	TBD