

<b>ProCard Cycle Dates FY 2009-10</b>				
<b>MONTH</b>	<b>START POST DATE</b>	<b>END POST DATE</b>	<b>RUN REPORTS AFTER</b>	<b>REPORTS DUE TO AP ON OR BEFORE</b>
July	6/23/2009	7/22/2009	7/24/2009	7/30/2009
August	7/23/2009	8/24/2009	8/26/2009	8/28/2009
September	8/25/2009	9/22/2009	9/24/2008	9/28/2009
October	9/23/2009	10/22/2009	10/26/2009	10/28/2009
November *	10/23/2009	11/23/2009	11/25/2009	11/30/2009
December **	11/24/2009	12/22/2009	1/4/2010	1/6/2010
January	12/23/2009	1/22/2010	1/25/2010	1/27/2009
February	1/25/2010	2/22/2010	2/25/2010	3/7/2010
March	2/23/2010	3/22/2010	3/24/2010	3/26/2010
April	3/23/2010	4/22/2010	4/26/2010	4/28/2010
May	4/23/2010	5/24/2010	5/26/2010	5/28/2010
June ***	5/25/2010	6/22/2010	6/24/2010	6/25/2010

**NOTE:** Please reconcile (View and Approve) your transactions often during the month. **You do not need to wait until the end of the cycle to reconcile POSTED transactions.** Also, if you are going to be away when the reconciliation and reports are due, it is **your responsibility** to make sure to complete them before leaving or assign it to someone else while you are gone.

* <b>Warning: Plan ahead for Thanksgiving weekend.</b>	<b>To do this place your purchases early in the month and reconcile them as they POST in SAM.</b>
** <b>Warning: Plan ahead for Winter Break.</b>	
*** <b>Warning: Plan ahead for end of year.</b>	