

FY 2024-25 P-Card Billing Cycle & Due Dates

	START DATE	END DATE	REPORT DUE DATE
JULY	6/26/24	7/25/24	08/12/24
AUGUST	7/26/24	8/26/24	09/10/24
SEPTEMBER	8/27/24	9/25/24	10/10/24
OCTOBER	9/26/24	10/25/24	11/11/24
NOVEMBER	10/26/24	11/26/24	12/10/24
DECEMBER	11/27/24	12/26/24	01/10/25
JANUARY	12/27/24	1/27/25	02/10/25
FEBRUARY	1/28/25	2/25/25	03/10/25
MARCH	2/26/25	3/25/25	04/10/25
APRIL	3/26/25	4/25/25	05/12/25
MAY	4/26/25	5/26/25	06/10/25
JUNE	5/27/25	6/25/25	TBD

P-Card Expense Reports not received by the due date listed above, both the Cardholder and the Approving Official will be notified of the delinquency, and the Cardholder will receive an infraction.

Please see section 10.4 - Delinquent Submittal of P-Card Expense Reports of the P-Card Program Policy, for additional details.