

P-Card Reporting Cycles for FY21

REPORTING CYCLE	REPORTING CYCLE PERIOD	BEGIN GENERATING REPORT	REPORTS DUE (EXPORTED)
October Reporting Cycle	09/04/2020 to 10/03/2020	Tuesday, October 6, 2020	Thursday, October 15, 2020 by 5:00 p.m.
November Reporting Cycle	10/04/2020 to 11/03/2020	Friday, November 6, 2020	Monday, November 16, 2020 by 5:00 p.m. *
December Reporting Cycle	11/04/2020 to 12/03/2020	Sunday, December 6, 2020	Tuesday, December 15, 2020 by 5:00 p.m.
January Reporting Cycle	12/04/2020 to 01/03/2021	Wednesday, January 6, 2021	Friday, January 15, 2021 by 5:00 p.m.
February Reporting Cycle	01/04/2020 to 02/03/2021	Saturday, February 6, 2021	Monday, February 15, 2021 by 5:00 p.m.
March Reporting Cycle	02/04/2020 to 03/03/2021	Saturday, March 6, 2021	Monday, March 15, 2021 by 5:00 p.m.
April Reporting Cycle	03/04/2020 to 04/03/2021	Tuesday, April 6, 2021	Thursday, April 15, 2021 by 5:00 p.m.
May Reporting Cycle	04/04/2020 to 05/03/2021	Thursday, May 6, 2021	Monday, May 17, 2021 by 5:00 p.m. **
June Reporting Cycle	05/04/2020 to 06/03/2021	Sunday, June 6, 2021	Tuesday, June 15, 2021 by 5:00 p.m.
July Reporting Cycle	06/04/2020 to 07/03/2021	Tuesday, July 6, 2021	Thursday, July 15, 2021 by 5:00 p.m.
August Reporting Cycle	07/04/2020 to 08/03/2021	Friday, August 6, 2021	Monday, August 16, 2021 by 5:00 p.m. ***
September Reporting Cycle	08/04/2020 to 09/03/2021	Monday, September 6, 2021	To Be Announced

* November 15, 2020 is a Sunday, report due the following Monday

** May 15, 2021 is a Saturday, report due the following Monday

*** August 15, 2021 is a Sunday, report due the following Monday