

PROCUREMENT CARD(P-CARD) SCHEDULE 2026

It is the Accountholder's responsibility to ensure all P-Card transactions are supported by the appropriate documentation and submitted according to the published processing due dates. Failure to comply with P-Card program guidelines may result in suspension or cancellation of P-Card privileges.

All pre-paid travel expenses charged on the P-Card must be reconciled by the report due date of the statement cycle the charge falls within, regardless of when the travel event occurs.

P-CARD STATEMENT DATE	MONTH	REPORT DUE DATE	P-CARD STATEMENT DATE	MONTH	REPORT DUE DATE
12/10/2025-01/09/2026	January	01/16/2026	06/10/2026-07/09/2026	July	07/16/2026
01/10/2026-02/09/2026	February	02/16/2026	07/10/2026-08/09/2026	August	08/14/2026
02/10/2026-03/09/2026	March	03/16/2026	08/10/2026-09/09/2026	September	09/16/2026
03/10/2026-04/09/2026	April	04/16/2026	09/10/2026-10/09/2026	October	10/16/2026
04/10/2026-05/09/2026	May	05/15/2026	10/10/2026-11/09/2026	November	11/16/2026
05/10/2026-06/09/2026	June	06/15/2026	11/10/2026-12/09/2026	December	12/15/2026

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29	30	31							29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
																											31														
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	29	30						27	28	29	30	31			
							30	31																																	