

P-Card Reporting Cycles for FY19

REPORTING CYCLE	REPORTING CYCLE PERIOD	BEGIN GENERATING REPORT	REPORTS DUE (EXPORTED)
October Reporting Cycle	09/04/2018 to 10/03/2018	Saturday, October 6, 2018	Monday, October 15, 2018 by 5:00 p.m.
November Reporting Cycle	10/04/2018 to 11/03/2018	Tuesday, November 6, 2018	Thursday, November 15, 2018 by 5:00 p.m.
December Reporting Cycle	11/04/2018 to 12/03/2018	Thursday, December 6, 2018	Monday, December 17, 2018 by 5:00 p.m. *
January Reporting Cycle	12/04/2018 to 01/03/2019	Sunday, January 6, 2019	Tuesday, January 15, 2019 by 5:00 p.m.
February Reporting Cycle	01/04/2019 to 02/03/2019	Wednesday, February 6, 2019	Friday, February 15, 2019 by 5:00 p.m.
March Reporting Cycle	02/04/2019 to 03/03/2019	Wednesday, March 6, 2019	Monday, March 18, 2019 by 5:00 p.m. **
April Reporting Cycle	03/04/2019 to 04/03/2019	Saturday, April 6, 2019	Monday, April 15, 2019 by 5:00 p.m.
May Reporting Cycle	04/04/2019 to 05/03/2019	Monday, May 6, 2019	Wednesday, May 15, 2019 by 5:00 p.m.
June Reporting Cycle	05/04/2019 to 06/03/2019	Thursday, June 6, 2019	Monday, June 17, 2019 by 5:00 p.m. ***
July Reporting Cycle	06/04/2019 to 07/03/2019	Saturday, July 6, 2019	Monday, July 15, 2019 by 5:00 p.m.
August Reporting Cycle	07/04/2019 to 08/03/2019	Tuesday, August 6, 2019	Thursday, August 15, 2019 by 5:00 p.m.
September Reporting Cycle	08/04/2019 to 09/03/2019	Friday, September 6, 2019	To Be Announced

* December 15, 2018 is a Saturday, report due the following Monday

** Friday, March 15, 2019 is an Energy Conservation Day, report due the following Monday

*** June 15, 2019 is a Saturday, report due the following Monday