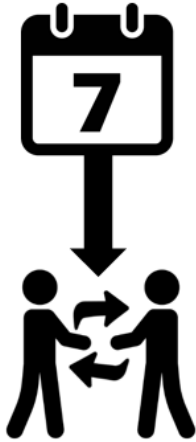


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## FY23 DUE DATES



July Due > August 7th - (Sunday)  
August Due > September 7th - (Wednesday)  
September Due > October 7th - (Friday)  
October Due > November 7th - (Monday)  
November Due > December 7th - (Wednesday)  
December Due > January 7th - (Saturday)  
January Due > February 7th - (Tuesday)  
February Due > March 7th - (Tuesday)  
March Due > April 7th - (Friday)  
April Due > May 7th - (Sunday)  
May Due > June 7th - (Wednesday)  
**June Due > June 30th - (Thursday)**



- ***Cardholders on Vacation, Attending Conferences or Out of the Country are still required to complete any open reconciliations and/or approvals by the due date. There are No Exceptions.***
- ***Cardholders on an approved Medical Leave must appoint a Delegate or arrange with the Program Administrator to complete the required reconciliations and/or approvals.***
- ***Unreconciled PCard transactions open on the 8<sup>th</sup> calendar day after the billing cycle close date will have a temporary suspension placed on their PCard and removed only when the Cardholder submits a scanned receipt with budget codes and business description to the Program Administrator.***