

ProCard Cycle Dates FY 2023-24				
MONTH	PROCARD CYCLE START DATE	PROCARD CYCLE END DATE	REVIEW STATEMENT & EDIT TRANSACTIONS IN PEOPLESFT (7 business days)	COMPLETED REPORTS DUE TO BUSINESS SERVICES (7 business days)
July	6/13/2023	7/10/2023	7/11/2023-7/20/2023	8/2/2023
August	7/11/2023	8/10/2023	8/14/2023-8/22/2023	8/31/2023
September	8/11/2023	9/11/2023	9/12/2023-9/20/2023	9/29/2023
October	9/12/2023	10/10/2023	10/11/2023-10/19/2023	10/30/2023
November	10/11/2023	11/10/2023	11/13/2023-11/21/2023	12/4/2023
December	11/11/2023	12/11/2023	12/12/2023-12/20/2023	1/8/2024
January	12/12/2023	1/10/2024	1/11/2024-1/22/2024	1/31/2024
February	1/11/2024	2/12/2024	2/13/2024-2/21/2024	3/1/2024
March	2/13/2024	3/11/2024	3/12/2024-3/20/2024	3/29/2024
April	3/12/2024	4/10/2024	4/11/2024-4/19/2024	4/30/2024
May	4/11/2024	5/10/2024	5/13/2024-5/21/2024	5/31/2024
June	5/11/2024	6/10/2024	6/11/2024-6/20/2024	7/2/2024

All ProCard reconciliations should be submitted using the Adobe Sign form on the forms gateway:

https://www.csub.edu/forms/sta_fac/index.html#P.

Questions? Contact Bethany Davis (the ProCard Technician) in Business Services: bdavis33@csb.edu.