

Pursuant to Section VIII of the TU Purchasing Card Policies and Procedures, "All expense reports must be submitted and approved by the **10th** of the following month following the end of the billing cycle unless otherwise detailed below." Cardholders must reconcile their bank statement with the receipts, credit memos and expense reports. ProCard transactions/expense forms not submitted and approved will result in automatic **suspension** of card.

### FY 2025

July 2024	June 26, 2024 – July 25, 2024	August 10, 2024
August 2024	July 26, 2024 – August 26, 2024	September 10, 2024
September 2024	August 27, 2024 – September 25, 2024	October 10, 2024
October 2024	September 26, 2024 – October 25, 2024	November 10, 2024
November 2024	October 26, 2024– November 25, 2024	December 10, 2024
December 2024	November 26, 2024 – December 26, 2024	January 10, 2025
January 2025	December 27, 2024 – January 27, 2025	February 10, 2025
February 2025	January 28, 2025 – February 25, 2025	March 10, 2025
March 2025	February 26, 2025 – March 25, 2025	April 10, 2025
April 2025	March 26, 2025 – April 25, 2025	May 9 2025
May 2025	April 26, 2025– May 26, 2025	June 9, 2025
June 2025	May 27, 2025 – June 25, 2025	TBD