

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 2024

July 2023	June 27, 2023 – July 25, 2023	August 10, 2023
August 2023	July 26, 2023 – August 25, 2023	September 11, 2023
September 2023	August 26, 2023 – September 25, 2023	October 10, 2023
October 2023	September 26, 2023 – October 25, 2023	November 10, 2023
November 2023	October 26, 2023 – November 27, 2023	December 11, 2023
December 2023	November 28, 2023 – December 26, 2023	January 10, 2024
January 2024	December 27, 2023 – January 25, 2024	February 12, 2024
February 2024	January 26, 2024 – February 26, 2024	March 11, 2024
March 2024	February 27, 2024 – March 25, 2024	April 10, 2024
April 2024	March 26, 2024 – April 25, 2024	May 10, 2024
May 2024	April 26, 2024 – May 27, 2024	TBD
June 2024	May 28, 2024 – June 25, 2024	TBD