

Procurement Card Log Schedule FY24

If the 17th falls on a weekend or holiday it will be the next business day.

MONTH Cycle Dates	DUE DATE
July 17th	July 24th
August 17th	August 24th
September 18th	September 25th
October 17th	October 23rd
November 17th	November 28th
December 18th	December 22nd

MONTH Cycle Dates	DUE DATE
January 17th	January 23rd
February 19th	February 26th
March 18th	March 25th
April 17th	April 24th
May 17th	May 23rd
June 17th	June 24th
June 10 day 18-30	July 5th

***Due Date: The log will be considered late if it is not in Purchasing Department on this date.**

PLEASE NOTE: Highlighted areas have short turn around times due to Fall & Winter Break and our last log of the Fiscal year; 10 Day.