

**PROCUREMENT CARD FY 2010
CYCLE CUT OFF SCHEDULE**

<u>Month's Activity</u>	<u>Cycle Begin Date</u>	<u>Cycle End Date</u>	<u>Due Date</u>
September 2009	09/01/09	09/07/09	09/21/09
September 2009	09/08/09	10/05/09	10/20/09
October 2009	10/06/09	11/05/09	11/20/09
November 2009	11/06/09	12/07/09	12/21/09
December 2009	12/08/09	01/05/10	01/20/10
January 2010	01/06/10	02/05/10	02/22/10
February 2010	02/06/10	03/05/10	03/22/10
March 2010	03/06/10	04/05/10	04/20/10
April 2010	04/06/10	05/05/10	05/20/10
May 2010	05/06/10	06/07/10	06/21/10
June 2010	06/08/10	07/05/10	07/20/10
July 2010	07/06/10	08/05/10	08/20/10
August 2010	08/06/10	08/25/10	09/02/10
FY 11			
September 2010	08/26/10	09/06/10	09/20/10

NOTE: Fiscal Year End (August- September) expense reports will have two reports and two due dates, please contact Purchasing for more information.