

## UNLV PCard Billing Cycle and Verification Due Dates

Month	Billing Cycle Dates	Due Date for Workday Verifications and Approvals
July	6/26/2024-7/25/2024	Monday, 8/5/2024
August	7/26/2024-8/25/2024	Wednesday, 9/4/2024
September	8/26/2024-9/25/2024	Friday, 10/4/2024
October	9/26/2024-10/25/2024	Tuesday, 11/5/2024
November	10/26/2024-11/25/2024	Friday, 12/6/2024
December	11/26/2024-12/25/2024	Monday, 1/6/2025
January	12/26/2024-1/25/2025	Tuesday, 2/4/2025
February	1/26/2025-2/25/2025	Thursday, 3/6/2025
March	2/26/2025-3/25/2025	Thursday, 4/3/2025
April	3/26/2025-4/25/2025	Tuesday, 5/6/2025
May	4/26/2025-5/25/2025	Tuesday, 6/3/2025
June	5/26/2025-6/30/2025	Monday, 7/7/2025

Important: PCard transactions are to be verified and approved daily during the month of June, due to year-end deadlines.

Tip: PCard verification can be completed anytime throughout the month, don't wait until the due date.

**Billing Cycles:** The PCard cycle begins on the 26th of the month and runs through the 25th of the following month. The due date for verifications and approvals is seven business days after the close of the cycle.

If verifications and approvals are not completed by the due date, the cardholder's PCard may be temporarily suspended until the verification process has been completed.

**Verification Process:** To verify transactions in Workday, click on "View all Apps" in the Quick Tasks menu. From there, click on the "Purchases" button and then "Verify Procurement Card Transactions." To locate transactions in "Draft" status, from the "Purchases" button click on "Procurement Card Transaction Verifications."