

**PROCUREMENT CARD FY 2009  
CYCLE CUT OFF SCHEDULE**

<b><u>Month's Activity</u></b>	<b><u>Cycle Begin Date</u></b>	<b><u>Cycle End Date</u></b>	<b><u>Due Date</u></b>
September 2008	09/01/08	09/05/08	09/15/08
September 2008	09/06/08	10/06/08	10/15/08
October 2008	10/07/08	11/05/08	11/17/08
November 2008	11/06/08	12/05/08	12/15/08
December 2008	12/06/08	01/05/09	01/15/09
January 2009	01/06/09	02/05/09	02/16/09
February 2009	02/06/09	03/05/09	03/16/09
March 2009	03/06/09	04/06/09	04/15/09
April 2009	04/07/09	05/05/09	05/15/09
May 2009	05/06/09	06/05/09	06/15/09
June 2009	06/06/09	07/06/09	07/15/09
July 2009	07/07/09	08/05/09	08/17/09
August 2009	08/06/09	08/31/09	09/04/09
<b>FY 10</b>			
September 2009	09/01/09	09/07/09	09/15/09

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