

2022 P-Card Billing Cycle

This chart provides the P-Card schedule for the last day of the P-Card Billing cycle for each month, and the deadline for Transaction Verifications & Approvals.

Month	Billing Cycle Dates	Deadline for All Transaction Approvals in Workday
January	12/28/2021 – 1/25/2022	Thursday, 2/3/2022
February	1/26/2022 – 2/25/2022	Tuesday, 3/8/2022
March	2/26/2022 – 3/25/2022	Tuesday, 4/5/2022
April	3/26/2022 – 4/25/2022	Wednesday, 5/4/2022
May	4/26/2022 – 5/25/2022	Monday, 6/6/2022
June	5/26/2022 – 6/27/2022	Thursday, 7/7/2022
July	6/28/2022 – 7/25/2022	Wednesday, 8/3/2022
August	7/26/2022 – 8/25/2022	Tuesday, 9/6/2022
September	8/26/2022 – 9/26/2022	Wednesday, 10/5/2022
October	9/27/2022 – 10/25/2022	Friday, 11/4/2022
November	10/26/2022 - 11/25/2022	Tuesday, 12/6/2022
December	11/26/2022 – 12/26/2022	Thursday, 1/5/2023

