

2021 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	12/29/2020 – 1/25/2021	Wednesday, 2/3/2021
February	1/26/2021 – 2/25/2021	Monday, 3/8/2021
March	2/26/2021 – 3/25/2021	Friday, 4/2/2021
April	3/26/2021 – 4/26/2021	Wednesday, 5/5/2021
May	4/27/2021 – 5/25/2021	Friday, 6/4/2021
June	5/26/2021 – 6/25/2021	Wednesday, 7/7/2021
July	6/26/2021 – 7/26/2021	Wednesday, 8/4/2021
August	7/27/2021 – 8/25/2021	Friday, 9/3/2021
September	8/26/2021 – 9/27/2021	Wednesday, 10/6/2021
October	9/28/2021 – 10/25/2021	Wednesday, 11/3/2021
November	10/26/2021 - 11/26/2021	Tuesday, 12/7/2021
December	11/27/2021 – 12/27/2021	Thursday, 1/6/2022