

UNLV | PURCHASING & CONTRACTS

UNLV PCard Billing Cycle and Verification Due Dates FY26		
Month	Billing Cycle Dates	Due Date for Workday Verifications and Approvals
July	6/26/2025-7/25/2025	Tuesday, 8/5/2025
August	7/26/2025-8/25/2025	Thursday, 9/4/2025
September	8/26/2025-9/25/2025	Monday, 10/6/2025
October	9/26/2025-10/25/2025	Wednesday, 11/5/2025
November	10/26/2025-11/25/2025	Monday, 12/8/2025
December	11/26/2025-12/25/2025	Tuesday, 1/6/2026
January	12/26/2025-1/25/2026	Tuesday, 2/3/2026
February	1/26/2026-2/25/2026	Friday, 3/6/2026
March	2/26/2026-3/25/2026	Friday, 4/3/2026
April	3/26/2026-4/25/2026	Tuesday, 5/5/2026
May	4/26/2026-5/25/2026	Wednesday, 6/3/2026
June	5/26/2026-6/30/2026	Tuesday, 7/7/2026
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" App and then "Verify Procurement Card Transactions." To locate transactions in "Draft" status, from the "Purchases" button click on "Procurement Card Transaction Verifications."