UNLV | PURCHASING & CONTRACTS

UNLV PCard Billing Cycle and Verification Due Dates FY27		
Month	**Billing Cycle Dates**	**Due Date for Workday Verifications and Approvals**
July	6/26/2026-7/25/2026	Tuesday, 8/4/2026
August	7/26/2026-8/25/2026	Thursday, 9/3/2026
September	8/26/2026-9/25/2026	Tuesday, 10/6/2026
October	9/26/2026-10/25/2026	Wednesday, 11/4/2026
November	10/26/2026-11/25/2026	Tuesday, 12/8/2026
December	11/26/2026-12/25/2026	Wednesday, 1/6/2027
January	12/26/2026-1/25/2026	Wednesday, 2/3/2027
February	1/26/2027-2/25/2027	Monday, 3/8/2027
March	2/26/2027-3/25/2027	Monday, 4/5/2027
April	3/26/2027-4/25/2027	Tuesday, 5/4/2027
May	4/26/2027-5/25/2027	Tuesday, 6/1/2027
June*	5/26/2027-6/30/2027	Wednesday, 7/7/2027
*Important: PCard transactions are to be verified and approved daily during the month of June, due to year-end deadlines.		
Tip: Complete verifications on a weekly basis 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.

Card Suspension: To mitigate institutional risk and ensure compliance with University policy, purchasing privileges cannot continue if PCard transactions are not verified and fully approved by the monthly deadline. If verifications are not fully approved by the due date, the cardholder's PCard will be suspended for the remainder of the current billing cycle (at a minimum) and will remain suspended until all late verifications have been fully approved.

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."