

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	Tuesday, 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	12/26/2026-1/25/2027	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	Friday, 6/4/2027
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: 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" button and then "Verify Procurement Card Transactions." To locate transactions in "Draft" status, from the "Purchases" button click on "Procurement Card Transaction Verifications."