



UNIVERSITY OF CENTRAL OKLAHOMA
Financial Services

2023 - 2024 PCard Upload Calendar

DUE DATE PaymentNet Coding Due Prior 9 A.M. Upload	Range for Banner Upload	DUE DATE Upload Statement with Receipts and Submit Correction Forms	Monthly Cycle Billing Statement	
7/7/2023	6/30/23 - 7/5/23	7/14/2023	June	6/6/23 - 7/5/23
7/18/2023	7/06/23 - 7/16/23	8/15/2023	July	7/6/23 - 8/5/23
7/25/2023	7/17/23 - 7/23/23	8/15/2023	July	7/6/23 - 8/5/23
8/1/2023	7/24/23 - 7/30/23	8/15/2023	July	7/6/23 - 8/5/23
8/8/2023	7/31/23 - 8/5/23**	8/15/2023	July	7/6/23 - 8/5/23
8/15/2023	8/6/23 - 8/13/23**	9/14/2023	Aug	8/6/23 - 9/5/23
8/22/2023	8/14/23 - 8/20/23	9/14/2023	Aug	8/6/23 - 9/5/23
8/29/2023	8/21/23 - 8/27/23	9/14/2023	Aug	8/6/23 - 9/5/23
9/7/2023	8/28/23 - 9/5/23	9/14/2023	Aug	8/6/23 - 9/5/23
9/12/2023	9/6/23 - 9/10/23	10/16/2023	Sept	9/6/23 - 10/5/23
9/19/2023	9/11/23 - 9/17/23	10/16/2023	Sept	9/6/23 - 10/5/23
9/26/2023	9/18/23 - 9/24/23	10/16/2023	Sept	9/6/23 - 10/5/23
10/3/2023	9/25/23 - 10/1/23	10/16/2023	Sept	9/6/23 - 10/5/23
10/9/2023	10/2/23 - 10/5/23	10/16/2023	Sept	9/6/23 - 10/5/23
10/17/2023	10/6/23 - 10/15/23	11/14/2023	Oct	10/6/23 - 11/5/23
10/24/2023	10/16/23 - 10/22/23	11/14/2023	Oct	10/6/23 - 11/5/23
10/31/2023	10/23/23 - 10/29/23	11/14/2023	Oct	10/6/23 - 11/5/23
11/7/2023	10/30/23 - 11/5/23**	11/14/2023	Oct	10/6/23 - 11/5/23
11/14/2023	11/6/23 - 11/12/23**	12/14/2023	Nov	11/6/23 - 12/5/23
11/28/2023	11/13/23 - 11/26/23	12/14/2023	Nov	11/6/23 - 12/5/23
12/7/2023	11/27/23 - 12/5/23	12/14/2023	Nov	11/6/23 - 12/5/23
12/12/2023	12/6/23 - 12/10/23	1/17/2024	Dec	12/6/23 - 1/5/24
12/19/2023	12/11/23 - 12/17/23	1/17/2024	Dec	12/6/23 - 1/5/24
1/9/2024	12/18/23 - 1/5/24	1/17/2024	Dec	12/6/23 - 1/5/24

**PCard
correction
forms for
FY24 only**

1/17/2024	1/6/24 - 1/14/24	2/14/2024	Jan	1/6/24 - 2/5/24	Pcard correction forms not accepted after 6/25/24
1/23/2024	1/15/24 - 1/21/24	2/14/2024	Jan	1/6/24 - 2/5/24	
1/30/2024	1/22/24 - 1/28/24	2/14/2024	Jan	1/6/24 - 2/5/24	
2/7/2024	1/29/24 - 2/5/24	2/14/2024	Jan	1/6/24 - 2/5/24	
2/13/2024	2/6/24 - 2/11/24	3/14/2024	Feb	2/6/24 - 3/5/24	
2/20/2024	2/12/24 - 2/18/24	3/14/2024	Feb	2/6/24 - 3/5/24	
2/27/2024	2/19/24 - 2/25/24	3/14/2024	Feb	2/6/24 - 3/5/24	
3/7/2024	2/26/24 - 3/5/24	3/14/2024	Feb	2/6/24 - 3/5/24	
3/12/2024	3/6/24 - 3/10/24	4/16/2024	Mar	3/6/24 - 4/5/24	
3/26/2024	3/11/24 - 3/24/24	4/16/2024	Mar	3/6/24 - 4/5/24	
4/2/2024	3/25/24 - 3/31/24	4/16/2024	Mar	3/6/24 - 4/5/24	
4/9/2024	4/1/24 - 4/5/24	4/16/2024	Mar	3/6/24 - 4/5/24	
4/16/2024	4/6/24 - 4/14/24	5/14/2024	Apr	4/6/24 - 5/5/24	
4/23/2024	4/15/24 - 4/21/24	5/14/2024	Apr	4/6/24 - 5/5/24	
4/30/2024	4/22/24 - 4/28/24	5/14/2024	Apr	4/6/24 - 5/5/24	
5/7/2024	4/29/24 - 5/5/24**	5/14/2024	Apr	4/6/24 - 5/5/24	
5/14/2024	5/6/24 - 5/12/24**	6/14/2024	May	5/6/24 - 6/5/24	
5/21/2024	5/13/24 - 5/19/24	6/14/2024	May	5/6/24 - 6/5/24	
5/29/2024	5/20/24 - 5/26/24	6/14/2024	May	5/6/24 - 6/5/24	
6/7/2024	5/27/24 - 6/5/24	6/14/2024	May	5/6/24 - 6/5/24	
6/11/2024	6/6/24 - 6/9/24	7/16/2024	Jun	6/6/24 - 7/5/24	
6/18/2024	6/10/24 - 6/16/24	7/16/2024	Jun	6/6/24 - 7/5/24	
6/25/2024	6/17/24 - 6/23/24	7/16/2024	Jun	6/6/24 - 7/5/24	
6/28/2024	6/24/24 - 6/27/24	7/16/2024	Jun	6/6/24 - 7/5/24	

Pcard Correction Requests must be received by the statement due date

****Revise travel range only (range end date must fall M-F)**