CALIFORNIA STATE UNIVERSITY
LONG BEACH
FINANCIAL MANAGEMENT

CSULB PROCARD CALENDAR – DUE DATES

Statement cycle approval deadlines for the calendar years starting May 2026 and all of 2027 · All dates are calendar days (not business days).

Holidays and weekends do not impact the 10-day rule.

2026 PROCARD DUE DATES

Month	Statement Cycle Start Date	Statement Cycle End Date	Submit Unavailable Window	1st Day Cardholder Is Able to Submit	Cardholder Submit Deadline	Direct Supervisor Deadline	DOA Approver Deadline	Exception Approver Deadline	ProCard Processor
May	4/24/2026	5/26/2026	5/26 - 5/30/2026	5/31/2026	6/5/2026	6/15/2026	6/25/2026	7/5/2026	Upon final approval
June	5/27/2026	6/23/2026	6/23 - 6/27/2026	6/28/2026	7/3/2026	7/13/2026	7/23/2026	8/2/2026	Upon final approval
July	6/24/2026	7/23/2026	7/23 - 7/27/2026	7/28/2026	8/2/2026	8/12/2026	8/22/2026	9/1/2026	Upon final approval
August	7/24/2026	8/24/2026	8/24 - 8/28/2026	8/29/2026	9/3/2026	9/13/2026	9/23/2026	10/3/2026	Upon final approval
September	8/25/2026	9/23/2026	9/23 - 9/27/2026	9/28/2026	10/3/2026	10/13/2026	10/23/2026	11/2/2026	Upon final approval
October	9/24/2026	10/23/2026	10/23 - 10/27/2026	10/28/2026	11/2/2026	11/12/2026	11/22/2026	12/2/2026	Upon final approval
November	10/24/2026	11/23/2026	11/23 - 11/27/2026	11/28/2026	12/3/2026	12/13/2026	12/23/2026	1/2/2027	Upon final approval
December	11/24/2026	12/23/2026	12/23 - 12/27/2026	12/28/2026	1/2/2027	1/12/2027	1/22/2027	2/1/2027	Upon final approval

2027 PROCARD DUE DATES

Month	Statement Cycle Start Date	Statement Cycle End Date	Submit Unavailable Window	1st Day Cardholder Is Able to Submit	Cardholder Submit Deadline	Direct Supervisor Deadline	DOA Approver Deadline	Exception Approver Deadline	ProCard Processor
January	12/24/2026	1/25/2027	1/25 - 1/29/2027	1/30/2027	2/4/2027	2/14/2027	2/24/2027	3/6/2027	Upon final approval
February	1/26/2027	2/23/2027	2/23 - 2/27/2027	2/28/2027	3/5/2027	3/15/2027	3/25/2027	4/4/2027	Upon final approval
March	2/24/2027	3/23/2027	3/23 - 3/27/2027	3/28/2027	4/2/2027	4/12/2027	4/22/2027	5/2/2027	Upon final approval
April	3/24/2027	4/23/2027	4/23 - 4/27/2027	4/28/2027	5/3/2027	5/13/2027	5/23/2027	6/2/2027	Upon final approval
May	4/24/2027	5/25/2027	5/24 - 5/28/2027	5/29/2027	6/4/2027	6/14/2027	6/24/2027	7/4/2027	Upon final approval
June	5/26/2027	6/23/2027	6/23 - 6/27/2027	6/28/2027	7/3/2027	7/13/2027	7/23/2027	8/2/2027	Upon final approval
July	6/24/2027	7/23/2027	7/23 - 7/27/2027	7/28/2027	8/2/2027	8/12/2027	8/22/2027	9/1/2027	Upon final approval
August	7/24/2027	8/23/2027	8/23 - 8/27/2027	8/28/2027	9/2/2027	9/12/2027	9/22/2027	10/2/2027	Upon final approval
September	8/24/2027	9/23/2027	9/23 - 9/27/2027	9/28/2027	10/3/2027	10/13/2027	10/23/2027	11/2/2027	Upon final approval
October	9/24/2027	10/25/2027	10/25 - 10/29/2027	10/30/2027	11/4/2027	11/14/2027	11/24/2027	12/4/2027	Upon final approval
November	10/26/2027	11/23/2027	11/23 - 11/27/2027	11/28/2027	12/3/2027	12/13/2027	12/23/2027	1/2/2028	Upon final approval

December	11/24/2027	12/23/2027	12/23 - 12/27/2027	12/28/2027	1/2/2028	1/12/2028	1/22/2028	2/1/2028	Upon final approval

NOTES & APPROVAL ESCALATION POLICY

* Direct Supervisor / Approver #1: If the Direct Supervisor does not approve within the 10 calendar days allowed, the report and approval responsibility will be sent to the next highest approver (supervisor's supervisor).

** DOA Approver / Approver #2: If the DOA Approver does not approve the report within 10 calendar days, the report will automatically be approved and sent on to the Exception Approver (if needed) or Accounts Payable.

ProCard Processor: Receives the report for review and audit as soon as the last approval is completed. Once fully approved and the Processor completes their step, the report is extracted to CFS in the overnight process and will appear in the Data Warehouse.