

2023/2024
Procurement Card (ProCard)
Reconciliation Schedule

DEADLINES

MONTH	P-CARD CYCLE START & END DATE	CFS INVOICE/STATEMENT DATE (Upload File)	LAST DAY TO REVIEW STATEMENT & EDIT TRANSACTIONS IN CFS	COMPLETED STATEMENT DUE TO PROCUREMENT
Jul 2023	Jun 16 - Jul 17	07/18/23	07/21/23	07/25/23
Aug 2023	Jul 18- Aug 15	08/16/23	08/21/23	08/23/23
Sept 2023	Aug 16 - Sept 15	09/18/23	09/21/23	09/25/23
Oct 2023	Sept 16 - Oct 16	10/17/23	10/20/23	10/24/23
Nov 2023	Oct 17 - Nov 15	11/16/23	11/21/23	11/22/23
Dec 2023	Nov 16 - Dec 15	12/18/23	12/21/23	12/22/23
Jan 2024	Dec 16 - Jan 15	01/16/24	01/19/24	01/23/24
Feb 2024	Jan 16 - Feb 15	02/16/24	02/21/24	02/23/24
Mar 2024	Feb 16 - Mar 15	03/18/24	03/21/24	03/25/24
Apr 2024	Mar 16 - Apr 15	04/16/24	04/19/24	04/23/24
May 2024	Apr 16 - May 15	05/16/24	05/21/24	05/23/24
Jun 2024	May 16 - June 17	06/18/24	TBD	06/25/24