

**FY-2020/2021
DECLINING BALANCE CARD (DBC)
RECONCILIATION SCHEDULE**

MONTH	CYCLE DATE	INVOICE DATE	REVIEW CHARTFIELD STRING & RECONCILE	REPORTS TO BE RECEIVED BY PROCUREMENT
JUL 2020	Jun 09 - Jul 06	07/07/20 (Tues)	07/10/20 (Fri)	07/14/20 (Tues)
AUG 2020	Jul 07 - Aug 06	08/07/20 (Fri)	08/12/20 (Wed)	08/14/20 (Fri)
SEPT 2020	Aug 07 - Sept 07	09/08/20 (Tues)	09/11/20 (Fri)	09/15/20 (Tues)
OCT 2020	Sept 08 - Oct 06	10/07/20 (Wed)	10/12/20 (Mpn)	10/14/20 (Wed)
NOV 2020	Oct 07 - Nov 06	11/09/20 (Mon)	11/12/20 (Thurs)	11/16/20 (Mon)
DEC 2020	Nov 07 - Dec 07	12/08/20 (Tues)	12/11/20 (Fri)	12/15/20 (Tues)
JAN 2021	Dec 08 - Jan 06	01/07/21 (Thurs)	01/12/21 (Tues)	01/14/21 (Wed)
FEB 2021	Jan 07 - Feb 08	02/09/21 (Tues)	02/12/21 (Fri)	02/16/21 (Tues)
MAR 2021	Feb 09 - Mar 08	03/09/21 (Tues)	03/12/21 (Fri)	03/16/21 (Tues)
APR 2021	Mar 09 - Apr 06	04/07/21 (Wed)	04/12/21 (Mon)	04/14/21 (Wed)
MAY 2021	Apr 07 - May 06	05/07/21 (Fri)	05/12/21 (Wed)	05/14/21 (Fri)
JUN 2021	May 07 - Jun 07	06/08/21 (Tues)	06/11/21 (Fri)	06/15/21 (Tues)