

2024/2025
Declining Balance Card (DBC)
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 2024	Jun 07 - Jul 08	07/09/24	07/17/24	07/25/24
Aug 2024	Jul 09 - Aug 06	08/07/24	08/15/24	08/23/24
Sept 2024	Aug 07 - Sept 06	09/09/24	09/17/24	09/25/24
Oct 2024	Sept 09 - Oct 07	10/08/24	10/16/24	10/24/24
Nov 2024	Oct 08 - Nov 06	11/07/24	11/15/24	11/25/24
Dec 2024	Nov 07 - Dec 06	12/09/24	12/17/24	01/07/25
Jan 2025	Dec 09 - Jan 06	01/07/25	01/15/25	01/24/25
Feb 2025	Jan 09 - Feb 06	02/07/25	02/17/25	02/24/25
Mar 2025	Feb 07 - Mar 06	03/07/25	03/17/25	03/24/25
Apr 2025	Mar 07 - Apr 07	04/08/25	04/16/25	04/24/25
May 2025	Apr 09 - May 06	05/07/25	05/15/25	05/23/25
Jun 2025	May 07 - June 06	06/09/25	TBD	TBD