

2024/2025
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 2024	Jun 18 - Jul 15	07/16/24	07/24/24	08/01/24
Aug 2024	Jul 16- Aug 15	08/16/24	08/26/24	09/03/24
Sept 2024	Aug 16 - Sept 16	09/17/24	09/25/24	10/03/24
Oct 2024	Sept 17 - Oct 15	10/16/24	10/24/24	11/01/24
Nov 2024	Oct 16 - Nov 15	11/18/24	11/26/24	12/04/24
Dec 2024	Nov 18 - Dec 16	12/17/24	12/20/24	01/09/25
Jan 2025	Dec 17 - Jan 15	01/16/25	01/24/25	02/03/25
Feb 2025	Jan 16 - Feb 17	02/18/25	02/26/25	03/06/25
Mar 2025	Feb 18 - Mar 17	03/18/25	03/26/25	04/03/25
Apr 2025	Mar 18 - Apr 15	04/16/25	04/24/25	05/02/25
May 2025	Apr 16 - May 15	05/16/25	05/26/25	07/04/25
Jun 2025	May 16 - June 16	06/17/25	TBD	TBD