

2022/2023  
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 2022	Jun 07 - Jul 06	07/07/22	07/12/22	07/14/22
Aug 2022	Jul 07 - Aug 08	08/09/22	08/12/22	08/16/22
Sept 2022	Aug 9 - Sept 06	09/07/22	09/12/22	09/14/22
Oct 2022	Sept 07 - Oct 06	10/09/22	10/12/22	10/14/22
Nov 2022	Oct 07 - Nov 07	11/08/22	11/14/22	11/16/22
Dec 2022	Nov 08 - Dec 06	12/07/22	12/12/22	12/14/22
Jan 2023	Dec 07 - Jan 06	01/07/23	01/12/23	01/16/23
Feb 2023	Jan 07 - Feb 06	02/07/23	02/10/23	02/14/23
Mar 2023	Feb 07 - Mar 06	03/07/23	03/10/23	03/14/23
Apr 2023	Mar 07 - Apr 06	04/07/23	04/12/23	04/14/23
May 2023	Apr 07 - May 08	05/09/23	05/12/23	05/16/23
Jun 2023	May 09 - June 06	06/07/23	06/12/23	06/14/23