

2025/2026
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 2025	Jun 7 - Jul 7	07/08/25	07/16/25	07/24/25
Aug 2025	Jul 8 - Aug 6	08/07/25	08/15/25	08/25/25
Sept 2025	Aug 7 - Sept 8	09/09/25	09/17/25	09/25/25
Oct 2025	Sept 9 - Oct 6	10/07/25	10/15/25	10/23/25
Nov 2025	Oct 7 - Nov 6	11/07/25	11/18/25	11/26/25
Dec 2025	Nov 7 - Dec 8	12/09/25	12/17/25	01/06/26
Jan 2026	Dec 9 - Jan 6	01/07/26	01/15/26	01/26/26
Feb 2026	Jan 7 - Feb 6	02/09/26	02/17/26	02/25/26
Mar 2026	Feb 7 - Mar 6	03/09/26	03/17/26	03/25/26
Apr 2026	Mar 7 - Apr 6	04/07/26	04/15/26	04/23/26
May 2026	Apr 7 - May 6	05/07/26	05/15/26	05/26/26
Jun 2026	May 7 - June 8	06/09/26	06/17/26	06/25/26