

2025/2026
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 2025	Jun 17 - Jul 15	07/16/25	07/24/25	08/01/25
Aug 2025	Jul 16- Aug 15	08/18/25	08/26/25	09/04/25
Sept 2025	Aug 16 - Sept 15	09/16/25	09/24/25	10/02/25
Oct 2025	Sept 16 - Oct 15	10/16/25	10/24/25	11/03/25
Nov 2025	Oct 16 - Nov 17	11/18/25	11/26/25	12/05/25
Dec 2025	Nov 18 - Dec 15	12/16/25	12/23/25	01/12/26
Jan 2026	Dec 16 - Jan 15	01/16/26	01/27/26	02/04/26
Feb 2026	Jan 16 - Feb 16	02/17/26	02/25/26	03/05/26
Mar 2026	Feb 17 - Mar 16	03/17/26	03/25/26	04/03/26
Apr 2026	Mar 17 - Apr 15	04/16/26	04/24/26	05/04/26
May 2026	Apr 16 - May 15	05/18/26	05/26/26	06/03/26
Jun 2026	May 16 - June 15	06/16/26	TBD	TBD