

2022/2023
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 2022	Jun 16 - Jul 15	07/18/22	07/21/22 by 5:00 pm	07/25/22
Aug 2022	Jul 16 - Aug 15	08/16/22	08/19/22 by 2:00 pm	08/23/22
Sept 2022	Aug 16 - Sept 15	09/16/22	09/21/22 by 5:00 pm	09/23/22
Oct 2022	Sept 16 - Oct 17	10/18/22	10/21/22 by 2:00 pm	10/25/22
Nov 2022	Oct 18 - Nov 15	11/16/22	11/21/22 by 5:00 pm	11/23/22
Dec 2022	Nov 16 - Dec 15	12/16/22	12/21/22 by 5:00 pm	12/23/22
Jan 2023	Dec 16 - Jan 16	01/17/23	01/20/23 by 2:00 pm	01/24/23
Feb 2023	Jan 17 - Feb 15	02/16/23	02/21/23 by 5:00 pm	02/23/23
Mar 2023	Feb 16 - Mar 15	03/16/23	03/21/23 by 5:00 PM	03/23/23
Apr 2023	Mar 16 - Apr 17	04/18/23	04/21/23 by 2:00 PM	04/25/23
May 2023	Apr 18 - May 15	05/16/23	05/19/23 by 2:00 pm	05/23/23
Jun 2023	May 16 - June 15	06/16/23	06/21/23 by 2:00 pm	6/23/2023