## 2024-2025

August '24 S M T V T F S

4 5 6 7 8 9 10 11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

December '24

SMTWTFS

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

April '25 S M T V T F S

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

1 2 3 4 5

29 30 31

1 2 3

July '24						
S	м	Т	¥	Т	F	S
	1	2	3	4	5	6
			10			
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	November '24							
S	м	Т	¥					
					1	2		
3	4	5	6	7	8	9		
			13					
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

March '25						
S	м	Т	٧	Т	F	S
						1
2	3	4	5	6	7	8
			12			
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Кеу	
Reporting Cycle	
Close Date	
User Account and	
Uploads Due	
Approvals Due	

"by end of day

## P-Card Reporting Cycle Dates

	Se	pte	mb	er '	24	
S	м	Т	¥	Т	F	S
1	2	3	4	5	6	7
					13	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January '25						
S	м	Т	¥	Т	F	S
			1	2	3	4
5	6	7	8	9	10	11
					17	
19	20	21	22	23	24	25
26	27	28	29	30	31	

	May '25					
S	м	Т	¥	Т	F	S
1 2 3						
4	5	6	7	8	9	10
			14			
18	19	20	21	22	23	24
25	26	27	28	29	30	31

		Ju	ne '	25		
S	м	Т	¥	Т	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24

S M T V T F S

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

February '25

S M T V T F S

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28

4 5 6 7 8

1

27 28 29 30 31

2 3

1 2 3 4 5

FY24-25 Pcard Reconciliation Dates								
Bi-Weekly Reconciliation								
Statements close on the 13th and 27th of each month								
Ider account codes and receipt upload into Spend Dynamics are due +3 ness days after statement close. Approvals due +5 business days after								
statement close.								
	Cardholder							
ting Cycle Close Dates	Reconciliation and	Manager Approval Due						
	Receipt Upload due							
ıly 13	7/17/2024	7/19/2024						
July 27	7/31/2024	8/2/2024						
, August 13	8/16/2024	8/20/2024						
.4- August 27	8/29/2024	9/3/2024						
8- September 13	9/18/2024	9/20/2024						
oer 14- September 27	10/2/2024	10/4/2024						
oer 28- October 13	10/16/2024	10/18/2024						
14- October 27	10/30/2024	11/1/2024						
28- November 13	11/18/2024	11/20/2024						
er 14- November 27	12/4/2024	12/6/2024						
er 28- December 13	12/18/2024	12/20/2024						
er 14- December 27	1/6/2025	1/9/2025						
er 28- January 13	1/16/2025	1/21/2025						
14- January 27	1/30/2025	2/3/2025						
28- February 13	2/18/2025	2/20/2025						
/ 14- February 27	3/4/2025	3/7/2025						
/ 28- March 13	3/17/2025	3/19/2025						
4- March 27	4/1/2025	4/3/2025						
7- April 13	4/17/2025	4/21/2025						
April 27	4/30/2025	5/5/2025						
May 13	5/19/2025	5/21/2025						
May 27	6/2/2025	6/4/2025						
June 13	6/18/2025	6/20/2025						
June 27	TBD	TBD						

FY24-25 Pcard Reconciliation Dates					
Bi-Weekly Reconciliation					
Statements close o	n the 13th and 27th of e	ach month			
Cardholder account codes and receipt upload into Spend Dynamics are due +3 business days after statement close. Approvals due +5 business days after statement close.					
Reporting Cycle Close Dates	Cardholder Reconciliation and Receipt Upload due	Manager Approval Due			
July 1- July 13	7/17/2024	7/19/2024			
July 14- July 27	7/31/2024	8/2/2024			
July 28- August 13	8/16/2024	8/20/2024			
August 14- August 27	8/29/2024	9/3/2024			
August 28- September 13 9/18/2024					
September 14- September 27 10/2/2024					
September 14- September 27 10/2/2024 10/4/2   September 28- October 13 10/16/2024 10/18/2					
October 14- October 27	10/30/2024	11/1/2024			
October 28- November 13	11/18/2024	11/20/2024			
November 14- November 27	12/4/2024	12/6/2024			
November 28- December 13	12/18/2024	12/20/2024			
December 14- December 27	1/6/2025	1/9/2025			
December 28- January 13	1/16/2025	1/21/2025			
January 14- January 27	1/30/2025	2/3/2025			
January 28- February 13	2/18/2025	2/20/2025			
February 14- February 27	3/4/2025	3/7/2025			
February 28- March 13	3/17/2025				
March 14- March 27	4/1/2025	4/3/2025			
March 27- April 13	4/17/2025	4/21/2025			
April 14- April 27	4/30/2025	5/5/2025			
April 28- May 13	5/19/2025	5/21/2025			
May 14- May 27	6/2/2025				
May 28- June 13	6/18/2025	6/20/2025			
June 14- June 27	TBD	TBD			