

Procurement Credit Card Cycle - FY 25/26

Month/Year	Cycle Close Dates (*)	Reconciliation Period Begins	Reconciliation Period Ends	Total # Bus. Days for Reconciliation Period	Reports Due to AP
Jul 2025	7/23/2025	7/24/2025	8/4/2025	6	8/5/2025
Aug 2025	8/25/2025	8/26/2025	9/3/2025	6	9/4/2025
Sep 2025	9/23/2025	9/24/2025	10/1/2025	6	10/2/2025
Oct 2025	10/23/2025	10/24/2025	10/31/2025	6	11/3/2025
Nov 2025	11/24/2025	11/25/2025	12/4/2025	6	12/5/2025
Dec 2025	12/23/2025	1/2/2026	1/9/2026	6	1/12/2026
Jan 2026	1/23/2026	1/26/2026	2/2/2026	6	2/3/2026
Feb 2026	2/23/2026	2/24/2026	3/3/2026	6	3/4/2026
Mar 2026	3/23/2026	3/24/2026	4/1/2026	6	4/2/2026
Apr 2026	4/23/2026	4/24/2026	5/1/2026	6	5/4/2026
May 2026	5/26/2026	5/27/2026	6/3/2026	6	6/8/2026
Jun 2026	6/23/2026	6/24/2026	See Fiscal YE Schedule		6/30/2026

(*) Cycle close date 11:59 PM CT if the date falls on weekend or holiday the account will cycle the following business day.

Dates subject to change but every effort will be made to adhere to dates above, any adjustments would be updated here and communicated within monthly reconciliation emails.