

Procurement Credit Card Cycle - FY 23/24

Month/Year	Cycle Close Dates (*)	Reconciliation Period Begins	Reconciliation Period Ends	Total # Bus. Days	
				for Reconciliation Period	Reports Due to AP
Jul 2023	7/24/2023	7/25/2023	8/2/2023	6	8/3/2023
Aug 2023	8/23/2023	8/24/2023	8/31/2023	6	9/1/2023
Sep 2023	9/25/2023	9/26/2023	10/3/2023	6	10/4/2023
Oct 2023	10/24/2023	10/25/2023	10/31/2023	6	11/1/2023
Nov 2023	11/24/2023	11/27/2023	12/4/2023	6	12/5/2023
Dec 2023	12/26/2023	1/2/2024	1/9/2024	6	1/10/2024
Jan 2024	1/23/2024	1/24/2024	1/31/2024	6	2/1/2024
Feb 2024	2/23/2024	2/26/2024	3/4/2024	6	3/5/2024
Mar 2024	3/25/2024	3/26/2024	4/3/2024	6	4/4/2024
Apr 2024	4/23/2024	4/24/2024	5/1/2024	6	5/2/2024
May 2024	5/23/2024	5/24/2024	6/3/2024	6	6/4/2024
Jun 2024	6/24/2024	6/25/2024	See Fiscal YE Schedule		6/27/2024

(*) 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.