2024-2025

P-Card Reporting Cycle Dates

July '24

S	M	T	W	T	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	31			

August '24

S	M	T	W	T	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	31

September '24

S	M	T	W	T	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	W	T	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	31		

November '24

S	M	T	W	T	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

December '24

S	M	T	W	T	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	31				

January '25

S	M	T	W	T	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	31	

February '25

S	M	T	W	T	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	

March '25

S	M	T	W	T	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	31					

April '25

S	M	T	W	T	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			

May '25

S	M	T	W	T	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	31

June '25

S	M	T	W	T	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					

Key

Reporting Cycle Close Date	
User Account and Uploads Due	
Approvals Due	

*by end of day

FY24-25 Pcard Reconciliation Dates		
Bi-Weekly Reconciliation Statements close on the 13th and 27th of each 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	9/20/2024
September 14- September 27	10/2/2024	10/4/2024
September 28- October 13	10/16/2024	10/18/2024
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	3/19/2025
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	6/4/2025
May 28- June 13	6/18/2025	6/20/2025
June 14- June 27	TBD	TBD