

Purchasing Card Schedule

Fiscal Year 2026-27

Note, it may take up to 48 hours for transactions to appear in Chrome River after posting to US Bank.

Transaction Begin Date	Transaction End Date	Expense Reports Allocated in Chrome River by	Expense Reports Approved in Chrome River by
01-Jul	27-Jul	6-Aug	13-Aug
28-Jul	25-Aug	4-Sep	11-Sep
26-Aug	30-Sep*	7-Oct	14-Oct
01-Oct	26-Oct	2-Nov	9-Nov
27-Oct	25-Nov	4-Dec	11-Dec
26-Nov	31-Dec*	7-Jan	14-Jan
01-Jan	25-Jan	1-Feb	8-Feb
26-Jan	25-Feb	4-Mar	11-Mar
26-Feb	31-Mar*	7-Apr	14-Apr
01-Apr	26-Apr	3-May	10-May
27-Apr	25-May	2-Jun	9-Jun
26-May	14-Jun***	21-Jun***	25-Jun***

Billing cycle runs from the 26th of the current month through the 25th of the following month. If the 25th falls on a weekend or holiday, then the closing date will be the next business day and the new billing cycle will begin on the following day.

**Monthly billing cycles have been adjusted for quarterly closing to include all transactions through the end of that quarter, if the last date of the quarter falls on a weekend or holiday, those quarters will end on the previous business day. The quarter end-dates are September 30, December 31, March 31, and June 30.*

- For expense reports falling on a campus holiday or weekend, submit your reports by the previous business day.

*****Please note, the last cycle in the fiscal year, P-Card Purchases may not be made after June 14. Allocations must be completed by June 21, and approvals must be completed by June 25, 2027.**