

## Purchasing Card Schedule

### Fiscal Year 2023-24

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

Cycle Begin Date	Cycle Close Date	Expense Reports Approved in Chrome River by
26-Jul	25-Aug	5-Sep
26-Aug	25-Sep	5-Oct
26-Sep	25-Oct	3-Nov
26-Oct	27-Nov	5-Dec
28-Nov	26-Dec	5-Jan
27-Dec	25-Jan	5-Feb
26-Jan	26-Feb	5-Mar
27-Feb	25-Mar	5-Apr
26-Mar	25-Apr	3-May
26-Apr	27-May	5-Jun
28-May	25-Jun	3-Jul
26-Jun	25-Jul	5-Aug

- 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.

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