

Purchasing Card Schedule

Fiscal Year 2024-25

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 Allocated in Chrome River by	Expense Reports Approved in Chrome River by
26-Jun	25-Jul	5-Aug	9-Aug
26-Jul	26-Aug	5-Sep	10-Sep
27-Aug	25-Sep	30-Sep*	30-Sep*
26-Sep	25-Oct	5-Nov	8-Nov
26-Oct	25-Nov	5-Dec	10-Dec
26-Nov	26-Dec	20-Dec**	20-Dec**
27-Dec	27-Jan	5-Feb	10-Feb
28-Jan	25-Feb	5-Mar	10-Mar
26-Feb	25-Mar	28-Mar*	28-Mar*
26-Mar	25-Apr	5-May	9-May
26-Apr	27-May	5-Jun	10-Jun
28-May	25-Jun	27-Jun***	30-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.*

**Due to campus winter break, expense report need to be allocated and approved by 20 - Dec*

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

- Cycles will be adjusted for quarterly closing, 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 20, March 28, and June 30 as noted above.

****Please note the last cycle in the fiscal year, P-Card Purchases may not be made after June 19th. Allocations must be completed by June 27th, and approvals must be completed by June 30, 2025.*