

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.

Transaction Begin Date	Transaction End Date	Expense Reports Allocated in Chrome River by	Expense Reports Approved in Chrome River by
01-Jul	25-Jul	5-Aug	9-Aug
26-Jul	26-Aug	5-Sep	10-Sep
27-Aug	30-Sep*	5-Oct	10-Oct
01-Oct	25-Oct	5-Nov	8-Nov
26-Oct	25-Nov	5-Dec	10-Dec
26-Nov	31-Dec*	6-Jan	10-Jan
01-Jan	17-Jan	5-Feb	10-Feb
28-Jan	25-Feb	5-Mar	10-Mar
26-Feb	31-Mar*	4-Apr	9-Apr
01-Apr	25-Apr	5-May	9-May
26-Apr	27-May	5-Jun	10-Jun
28-May	13-Jun***	18-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.

- 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 31, March 31, and June 30.

***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.