**Purchasing Card Schedule**

**Fiscal Year 2022-23**

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

<table>
<thead>
<tr>
<th>Cycle Begin Date</th>
<th>Cycle Close Date</th>
<th>Expense Reports Approved in Chrome River by</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Jul</td>
<td>25-Aug</td>
<td>2-Sep</td>
</tr>
<tr>
<td>26-Aug</td>
<td>26-Sep</td>
<td>5-Oct</td>
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<tr>
<td>27-Sep</td>
<td>25-Oct</td>
<td>5-Nov</td>
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<tr>
<td>26-Oct</td>
<td>28-Nov</td>
<td>5-Dec</td>
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<tr>
<td>29-Nov</td>
<td>26-Dec</td>
<td>5-Jan</td>
</tr>
<tr>
<td>27-Dec</td>
<td>25-Jan</td>
<td>3-Feb</td>
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<tr>
<td>26-Jan</td>
<td>27-Feb</td>
<td>3-Mar</td>
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<tr>
<td>28-Feb</td>
<td>27-Mar</td>
<td>5-Apr</td>
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<tr>
<td>28-Mar</td>
<td>25-Apr</td>
<td>5-May</td>
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<tr>
<td>26-Apr</td>
<td>25-May</td>
<td>5-Jun</td>
</tr>
<tr>
<td>26-May</td>
<td>26-Jun</td>
<td>5-Jul</td>
</tr>
<tr>
<td>27-Jun</td>
<td>25-Jul</td>
<td>4-Aug</td>
</tr>
</tbody>
</table>

- 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.