

2023/2024
Declining Balance Card (DBC)
Reconciliation Schedule

DEADLINES

MONTH	P-CARD CYCLE START & END DATE	CFS INVOICE/STATEMENT DATE (Upload File)	LAST DAY TO REVIEW STATEMENT & EDIT TRANSACTIONS IN CFS	COMPLETED STATEMENT DUE TO PROCUREMENT
Jul 2023	Jun 07 - Jul 06	07/07/23	07/12/23	07/14/23
Aug 2023	Jul 07 - Aug 07	08/08/23	08/11/23	08/15/23
Sept 2023	Aug 08 - Sept 06	09/07/23	09/12/23	09/14/23
Oct 2023	Sept 07 - Oct 06	10/09/23	10/12/23	10/16/23
Nov 2023	Oct 07 - Nov 06	11/07/23	11/13/23	11/15/23
Dec 2023	Nov 07 - Dec 06	12/07/23	12/12/23	12/14/23
Jan 2024	Dec 07 - Jan 08	01/09/24	01/12/24	01/16/24
Feb 2024	Jan 09 - Feb 06	02/07/24	02/12/24	02/14/24
Mar 2024	Feb 07 - Mar 06	03/07/24	03/12/24	03/14/24
Apr 2024	Mar 07 - Apr 08	04/09/24	04/12/24	04/16/24
May 2024	Apr 09 - May 06	05/07/24	05/10/24	05/14/24
Jun 2024	May 07 - June 06	06/07/24	06/12/24	06/14/24