

**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.**

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