

## Purchasing Card Deadlines 2024-25

Cycle Close	<u>EARLIEST</u> Date to Create Transaction Envelopes	GLs Verified & Submit to Workflow (GL changes after this date will require a Journal Entry)	Completed Paperwork to Business Services
7/22/2024	7/23/2024	7/29/2024	8/2/2024
8/20/2024	8/21/2024	8/27/2024	9/6/2024
9/20/2024	9/21/2024	9/27/2024	10/4/2024
10/21/2024	10/22/2024	10/28/2024	11/1/2024
11/20/2024	11/21/2024	11/26/2024	12/6/2024
12/20/2024	12/21/2024	12/27/2024	1/10/2025
1/21/2025	1/22/2025	1/28/2025	2/7/2025
2/20/2025	2/21/2025	2/27/2025	3/7/2025
3/20/2025	3/21/2025	3/27/2025	4/4/2025
4/21/2025	4/22/2025	4/28/2025	5/2/2025
5/20/2025	5/21/2025	5/27/2025	6/6/2025
6/20/2025	6/21/2025	6/25/2025	7/3/2025
2025-26:			
7/21/2025	7/22/2025	7/28/2025	8/1/2025

**Reminder:** Budget Codes and Notes may be added to transactions as they occur, to assist in streamlining processes at the end of the billing cycle. *Please do not wait until the deadline.*

For assistance, please direct questions to: Valerie Gaines at ext 33661 or [vlgaines@spsmail.org](mailto:vlgaines@spsmail.org)