

Purchasing Card Deadlines 2025-26

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
7/21/2025	7/22/2025	7/28/2025	8/1/2025
8/20/2025	8/21/2025	8/27/2025	9/5/2025
9/22/2025	9/23/2025	9/29/2025	10/3/2025
10/20/2025	10/21/2025	10/27/2025	11/7/2025
11/20/2025	11/21/2025	12/1/2025	12/5/2025
12/22/2025	12/23/2025	12/30/2025	1/10/2026
1/20/2026	1/21/2026	1/27/2026	2/6/2026
2/20/2026	2/23/2026	2/27/2026	3/6/2026
3/20/2026	3/23/2026	3/27/2026	4/3/2026
4/20/2026	4/21/2026	4/27/2026	5/1/2026
5/20/2026	5/21/2026	5/27/2026	6/5/2026
6/22/2026	6/23/2026	6/29/2026	7/2/2026
2026-27:			
7/20/2026	7/21/2026	7/27/2026	8/7/2026

Some of the due dates in the attached schedule may fall close to district holidays or times when staff may be out of the office for vacation/district closures.
If you are unable to enter and save your GLs by the listed due dates, journal entries will be required to make any necessary corrections.

Remember, 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