

Campbell County School District No.1

P-Card Statement Cycle Production Schedule for Calendar Year 2024		
Billing Cycle End Date	Receipts due to BDR weekly & Transaction Reconciliation Finished in IVisions by	Logs and Receipts Due in Accounting
January 1, 2024	January 10, 2024	January 12, 2024
February 1, 2024	February 7, 2024	February 9, 2024
March 1, 2024	March 6, 2024	March 8, 2024
April 3, 2024	April 10, 2024	April 12, 2024
May 3, 2024	May 8, 2024	May 10, 2024
June 1, 2024	June 5, 2024	June 7, 2024
Fiscal Year Closing Payment	June 21, 2024 last day for purchases June 26 2024 noon transactions reconciled	June 26, 2024 w/logs to accounting by 4pm
July 1, 2024	July 10, 2024	July 12, 2024
August 1, 2024	August 7, 2024	August 9, 2024
September 1, 2024	September 11, 2024	September 13, 2024
October 1, 2024	October 9, 2024	October 11, 2024
November 1, 2024	November 6, 2024	November 8, 2024
December 1, 2024	December 11, 2024	December 13, 2024