

Campbell County School District No.1

P-Card Statement Cycle Production Schedule for Calendar Year 2025		
Billing Cycle End Date	Receipts due to BDR weekly & Transaction Reconciliation Finished in iVisions by	Logs and Receipts Due in Accounting
January 1, 2025	January 7, 2025	January 9, 2025
February 1, 2025	February 5, 2025	February 7, 2025
March 1, 2025	March 5, 2025	March 7, 2025
April 3, 2025	April 4, 2025	April 8, 2025
May 3, 2025	May 6, 2025	May 8, 2025
June 1, 2025	June 4, 2024	June 6, 2024
Fiscal Year Closing Payment	June 20, 2025 last day for purchases June 25 2025 noon transactions reconciled	June 25, 2025 w/logs to accounting by 4pm
July 1, 2025	July 7, 2025	July 9, 2025
August 1, 2025	August 6, 2025	August 8, 2025
September 1, 2025	September 4, 2025	September 8, 2025
October 1, 2025	October 6, 2025	October 8, 2025
November 1, 2025	November 5, 2025	November 7, 2025
December 1, 2025	December 5, 2025	December 9, 2025