

**PURCHASING CARD BILLING CYCLE END DATES AND UW JOURNAL ACCOUNTING DATES**

**2025**

| JANUARY 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | T  | W  | TH | F  | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| FEBRUARY 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | T  | W  | TH | F  | Sa |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| MARCH 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | T  | W  | TH | F  | Sa |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| APRIL 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | T  | W  | TH | F  | Sa |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

| MAY 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | T  | W  | TH | F  | Sa |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| JUNE 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | T  | W  | TH | F  | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| JULY 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | T  | W  | TH | F  | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| AUGUST 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | T  | W  | TH | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| SEPTEMBER 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | T  | W  | TH | F  | Sa |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| OCTOBER 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | T  | W  | TH | F  | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| NOVEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | T  | W  | TH | F  | Sa |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| DECEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | T  | W  | TH | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

**BILLING CYCLE END DATE**

**LEGAL HOLIDAY**

**ALTERNATE ACCOUNTING DATE**

State of Wisconsin Controllor's Office required - The last cycle of fiscal year 2025 ends on June 20th.

Note: The billing cycle end date and the journal accounting date will be the same except for the following:

Cycle end 01.31.2025 will be dated 02.02.2025

Cycle end 02.28.2025 will be dated 03.02.2025

Cycle end 08.29.2025 will be dated 09.02.2025

Cycle end 09.26.2025 will be dated 10.02.2025

| Institution Billing Cycle Delay Days |   |     |    |     |   |     |   |     |   |
|--------------------------------------|---|-----|----|-----|---|-----|---|-----|---|
| EAU                                  | 7 | MIL | 10 | PKS | 7 | STO | 7 | SYS | 7 |
| GBY                                  | 7 | MSN | 7  | PLT | 7 | STP | 7 | WTW | 7 |
| LAC                                  | 7 | OSH | 7  | RVF | 7 | SUP | 7 |     |   |