

PCard Billing Cycle Calendar 2022

Monthly Statement	Billing Cycle Name	Billing Cycle Dates	Final Date for Transaction Reconciliation (by 5:00 PM unless noted)	Statements Available	Statement Due
December 2021	12/20/2021	11/20 thru 12/20	12/21/2021 by 12:00 Noon***	12/23/2021	1/20/2022
January 2022	1/20/2022	12/21 thru 1/20	1/24/2022	1/26/2022	2/21/2022 **
February 2022 *	2/18/2022	1/21 thru 2/18	2/22/2022	2/24/2022	3/21/2022 **
March 2022 *	3/18/2022	2/19 thru 3/18	3/22/2022	3/24/2022	4/20/2022
April 2022	4/20/2022	3/19 thru 4/20	4/22/2022	4/26/2022	5/20/2022
May 2022	5/20/2022	4/21 thru 5/20	5/24/2022	5/26/2022	6/20/2022
June 2022	6/20/2022	5/21 thru 6/20	6/22/2022	6/24/2022	7/20/2022
July 2022	7/20/2022	6/21 thru 7/20	7/22/2022	7/26/2022	8/22/2022 **
August 2022 *	8/19/2022	7/21 thru 8/19	8/23/2022	8/25/2022	9/20/2022
September 2022	9/20/2022	8/20 thru 9/20	9/22/2022	9/26/2022	10/20/2022
October 2022	10/20/2022	9/21 thru 10/20	10/24/2022	10/26/2022	11/21/2022 **
November 2022 *	11/18/2022	10/21 thru 11/18	11/22/2022 by 12:00 Noon***	11/23/2022	12/20/2022
December 2022	12/20/2022	11/19 thru 12/20	12/21/2022 by 12:00 Noon***	12/22/2022	1/20/2023

Billing Cycle Dates: Charges posted at the bank on these dates post to Financials in this cycle

Transaction Reconciliation: Distribution of charges by reconciler to appropriate project ID and account (expense) code

Statement Approval: Each transaction with correct project ID information and account must have an itemized receipt from the merchant. The statement must have 3 unique signatures - Cardholder, Reconciler and Approver

*Billing cycle ends the previous business day since 20th falls on weekend/holiday.

** Statement deadline extended thru next business day since 20th falls on a weekend/holiday.

***Due to the University Holiday schedule, reconciliation must be completed by 12:00 pm on this date.

PCard Billing Address
 NC State University
 2721 Sullivan Drive, Campus Box 7212
 Raleigh NC 27695
 Billing Phone Number: (919) 515-8097