

2024 PCard Billing Cycle

Monthly Statement	Billing Cycle Name	Billing Cycle Dates	Final Date for Transaction Reconciliation (by 5:00 p.m. unless noted)	Statements Available	Final Statement Approval Deadline (by 5:00 p.m.)
December 2023	12/20/2023	11/21 - 12/20	12/21/2023 by 12:00 Noon***	12/21/2023	1/22/2024**
January 2024*	1/19/2024	12/21 - 1/19	1/23/2024	1/25/2024	2/20/2024
February 2024	2/20/2024	1/20 - 2/20	2/22/2024	2/26/2024	3/20/2024
March 2024	3/20/2024	2/21 - 3/20	3/22/2024	3/26/2024	4/22/2024**
April 2024*	4/19/2024	3/21 - 4/19	4/23/2024	4/25/2024	5/20/2024
May 2024	5/20/2024	4/20 - 5/20	5/22/2024	5/24/2024	6/20/2024
June 2024	6/20/2024	5/21 - 6/20	6/24/2024	6/26/2024	7/22/2024**
July 2024*	7/19/2024	6/21 - 7/19	7/23/2024	7/25/2024	8/20/2024
August 2024	8/20/2024	7/20 - 8/20	8/22/2024	8/26/2024	9/20/2024
September 2024	9/20/2024	8/21 - 9/20	9/24/2024	9/26/2024	10/21/2024**
October 2024*	10/18/2024	9/21 - 10/18	10/22/2024	10/24/2024	11/20/2024
November 2024	11/20/2024	10/19 - 11/20	11/22/2024	11/26/2024	12/20/2024
December 2024	12/20/2024	11/21 - 12/20	12/23/2024 by 12:00 Noon***	12/23/2024	1/22/2025**

Billing Cycle Dates: Transactions posted at the bank on these dates post to the Financial System in this cycle.

Transaction Reconciliation: Distribution of transactions by the 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 three unique signatures: cardholder, reconciler and approver.

LEGEND

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

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

*** Due to the university holiday schedule, reconciliation must be completed by 12:00 p.m. on this date.