

2026 PCard Billing Cycle

| Monthly Statement | Billing Cycle Name | Billing Cycle Dates | Final Date for Transaction Reconciliation | Statements Available | Statement Due |
|-------------------|--------------------|---------------------|---|----------------------|---------------|
| | | | (by 5:00 PM unless noted) | | |
| | | | | | |
| December 2025* | 12/19/2025 | 11/21 thru 12/19 | 12/22/2025 by 12:00 Noon*** | 12/23/2025 | 1/20/2026 |
| | | | | | |
| January 2026 | 1/20/2026 | 12/20 thru 1/20 | 1/22/2026 | 1/26/2026 | 2/20/2026 |
| February 2026 | 2/20/2026 | 1/21 thru 2/20 | 2/24/2026 | 2/26/2026 | 3/20/2026 |
| March 2026 | 3/20/2026 | 2/21 thru 3/20 | 3/24/2026 | 3/26/2026 | 4/20/2026 |
| April 2026 | 4/20/2026 | 3/21 thru 4/20 | 4/22/2026 | 4/24/2026 | 5/20/2026 |
| May 2026 | 5/20/2026 | 4/21 thru 5/20 | 5/22/2026 | 5/27/2026 | 06/22/2026** |
| June 2026* | 6/19/2026 | 5/21 thru 6/19 | 6/23/2026 | 6/25/2026 | 7/20/2026 |
| July 2026 | 7/20/2026 | 6/19 thru 7/20 | 7/22/2026 | 7/24/2026 | 8/20/2026 |
| August 2026 | 8/20/2026 | 7/21 thru 8/20 | 8/24/2026 | 8/26/2026 | 9/21/2026** |
| September 2026* | 9/18/2026 | 8/21 thru 9/18 | 9/22/2026 | 9/24/2026 | 10/20/2026 |
| October 2026 | 10/20/2026 | 9/19 thru 10/20 | 10/22/2026 | 10/26/2026 | 11/20/2026 |
| November 2026 | 11/20/2026 | 10/21 thru 11/20 | 11/24/2026 by 12:00 Noon*** | 11/25/2026 | 12/21/2026** |
| December 2026* | 12/18/2026 | 11/21 thru 12/18 | 12/22/2026 by 12:00 Noon*** | 12/23/2026 | 1/20/2027 |

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.