

**PCard Cycle Date**

- 15th of the Month The beginning of the PCard Cycle.
- 14<sup>th</sup> of the Month The ending of the PCard Cycle
- 18<sup>th</sup> of the Month The date that all transactions for the current cycle are on the PCard Statements. PCard statements can be printed.
- 27<sup>th</sup> of the Month The last day to change PCard transactions online.
- 15<sup>th</sup> of the Month PCard statements and receipts are due to Payables and eBilling

**Yearly Key Dates**

Period #	Start of Period	End of Period	Can Print Statement	Last Day for Changes	Accounting Date	Statement to Accounts Payable
1	June 15	July 14	July 18	July 27	July 1	August 15
2	July 15	August 14	August 18	August 27	August 1	September 15
3	August 15	September 14	September 18	September 27	September 1	October 15
4	September 15	October 14	October 18	October 27	October 1	November 15
5	October 15	November 14	November 18	November 27	November 1	December 15
6	November 15	December 14	December 18	December 27	December 1	January 15
7	December 15	January 14	January 18	January 27	January 1	February 15
8	January 15	February 14	February 18	February 27	February 1	March 15
9	February 15	March 14	March 18	March 27	March 1	April 15
10	March 15	April 14	April 18	April 27	April 1	May 15
11	April 15	May 14	May 18	May 27	May 1	June 15
12	May 15	June 14	June 18	June 27	June 1	July 15