

NC STATE PURCHASE CARD  
BILLING CYCLE CALENDAR  
2017

(Revised 3/22/17)

Monthly Statement	Billing Cycle Name	Billing Cycle Dates	Final Date for Transaction Reconciliation (by 5:00 PM unless noted)	Statements Available	Final Statement Approval Deadline
December 2016	12/20/2016	11/19 thru 12/20	12/21/2016 by 5:00 PM****	12/23/2016	1/20/2017
January 2017	1/20/2017	12/21 thru 1/20	1/24/2017	1/26/2017	2/20/2017
February 2017	2/20/2017	1/21 thru 2/20	2/22/2017	2/24/2017	3/20/2017
March 2017	3/20/2017	2/21 thru 3/20	3/22/2017	3/24/2017	4/20/2017
April 2017	4/20/2017	3/21 thru 4/20	4/24/2017	4/26/2017	5/22/2017***
May 2017**	5/19/2017	4/21 thru 5/19	5/23/2017	5/25/2017	6/20/2017
June 2017	6/20/2017	5/20 thru 6/20	6/21/2017 by 5:00 PM*	6/23/2017	7/20/2017
July 2017	7/20/2017	6/21 thru 7/20	7/24/2017	7/26/2017	8/21/2017***
August 2017**	8/18/2017	7/21 thru 8/18	8/22/2017	8/24/2017	9/20/2017
September 2017	9/20/2017	8/19 thru 9/20	9/22/2017	9/26/2017	10/20/2017
October 2017	10/20/2017	9/21 thru 10/20	10/24/2017	10/26/2017	11/20/2017
November 2017	11/20/2017	10/21 thru 11/20	11/21/17 by 12:00 Noon****	11/22/2017	12/20/2017
December 2017	12/20/2017	11/21 thru 12/20	12/21/2017 by 12:00 Noon****	12/22/2017	1/22/2018***

**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

\*Shortened due to year-end closeout.

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

\*\*\* 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.

**NOTE:** All statements are required to be routed and completely approved by 5:00 PM on 20th of the following month.

Any statements not in by that time will be placed on hold the next business day.

If statement is late for a second time, the hold will remain in effect for four (4) weeks

from date the statement is received and also requires a memo from the Department Head.

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