NC STATE PURCHASE CARD
BILLING CYCLE CALENDAR
2018

| Monthly Statement | Billing Cycle Name | Billing Cycle Dates | Final Date for Transaction Reconciliation | Statements Available | Final Statement Approval Deadline |
|---|---|---|---|---|---|
| | | | (by 5:00 PM unless noted) | | |
| December 2017 | 12/20/2017 | 11/21 thru 12/20 | 12/21/2017 by 12:00 Noon**** | 12/22/2017 | 1/22/2018*** |
| | | | | | |
| January 2018** | 1/19/2018 | 12/21 thru 1/19 | 1/23/2018 | 1/25/2018 | 2/20/2018 |
| February 2018 | 2/20/2018 | 1/20 thru 2/20 | 2/22/2018 | 2/27/2018 | 3/20/2018 |
| March 2018 | 3/20/2018 | 2/21 thru 3/20 | 3/22/2018 | 3/27/2018 | 4/20/2018 |
| April 2018 | 4/20/2018 | 3/21 thru 4/20 | 4/24/2018 | 4/27/2018 | 5/21/2018*** |
| May 2018** | 5/18/2018 | 4/21 thru 5/18 | 5/22/2018 | 5/24/2018 | 6/20/2018 |
| June 2018 | 6/20/2018 | 5/19 thru 6/20 | 6/21/2018 by 5:00 PM* | 6/22/2018 | 7/20/2018 |
| July 2018 | 7/20/2018 | 6/21 thru 7/20 | 7/24/2018 | 7/27/2018 | 8/20/2018 |
| August 2018 | 8/20/2018 | 7/21 thru 8/20 | 8/22/2018 | 8/24/2018 | 9/20/2018 |
| September 2018 | 9/20/2018 | 8/21 thru 9/20 | 9/24/2018 | 9/27/2018 | 10/22/2018*** |
| October 2018** | 10/19/2018 | 9/21 thru 10/19 | 10/23/2018 | 10/26/2018 | 11/20/2018 |
| November 2018 | 11/20/2018 | 10/20 thru 11/20 | 11/21/18 by 12:00 Noon**** | 11/27/2018 | 12/20/2018 |
| December 2018 | 12/20/2018 | 11/21 thru 12/20 | 12/21/18 by 12:00 Noon**** | 12/21/2018 | 1/21/2019*** |

**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.
** Billling 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 submitted by the deadline 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