

NC STATE PURCHASE CARD  
BILLING CYCLE CALENDAR  
2019

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 2018	12/20/2018	11/21 thru 12/20	1/2/2019	1/4/2019	1/22/2019**
January 2019*	1/18/2019	12/21 thru 1/18	1/23/2019	1/25/2019	2/20/2019
February 2019	2/20/2019	1/19 thru 2/20	2/22/2019	2/26/2019	3/20/2019
March 2019	3/20/2019	2/21 thru 3/20	3/22/2019	3/26/2019	4/22/2019**
April 2019*	4/19/2019	3/21 thru 4/19	4/23/2019	4/25/2019	5/20/2019
May 2019	5/20/2019	4/20 thru 5/20	5/22/2019	5/24/2019	6/20/2019
June 2019	6/20/2019	5/21 thru 6/20	6/24/2019	6/26/2019	7/22/2019**
July 2019*	7/19/2019	6/21 thru 7/19	7/23/2019	7/25/2019	8/20/2019
August 2019	8/20/2019	7/20 thru 8/20	8/22/2019	8/26/2019	9/20/2019
September 2019	9/20/2019	8/21 thru 9/20	9/24/2019	9/26/2019	10/21/2019**
October 2019*	10/18/2019	9/21 thru 10/18	10/22/2019	10/24/2019	11/20/2019
November 2019	11/20/2019	10/19 thru 11/20	11/22/2019	11/26/2019	12/20/2019
December 2019	12/20/2019	11/21 thru 12/20	12/31/2019	1/3/2020	1/21/2020**

**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.

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

**NOTE:** All statements are required to be routed and completely approved by 5:00 PM on the statement deadline date.

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