

PCard Billing Cycles (Calendar Year 2022)

Billing Cycle	Starting Date	Closing Date	Signoff & Reconciliation Deadline	Banner Posting Deadline
December (2021)	11/16	12/15	1/5	1/12
January	12/16	1/14	2/5	2/12
February	1/15	2/15	3/5	3/12
March	2/16	3/15	4/5	4/12
April	3/16	4/15	5/5	5/12
May	4/16	5/13	6/5	6/12
June	5/14	6/15	7/5	7/12
<p>**Transactions with posting date of 6/16 to 6/30 must be signed off by 7/5. No additional reconciliation report is required for these transactions.</p>				
July	6/16	7/15	8/5	8/12
August	7/16	8/15	9/5	9/12
September	8/16	9/15	10/5	10/12
October	9/16	10/14	11/5	11/12
November	10/15	11/15	12/5	12/12
December (2022)	11/16	12/15	1/5	1/12/2022

Signoff questions? Check out our how-to guides on the PCard page or send your question to PCardAdmin@odu.edu.

Banner posting questions? Contact Lisa Wharton lwharton@odu.edu.

