

The cardholder must reconcile and validate all transactions each month and obtain approval within specified timeframes referenced in the table below. Approved statements must be uploaded to PeopleSoft prior to the end of the reallocation period.

Month/Year	Invoice Date/Cycle Close Date*	Reconciliation Period Begins (after 1PM)	Reconciliation Period Ends & Statement Upload Deadline	Total # of Bus. Days for Reconciliation Period
July 2024	Mon 07/22/24	07/23/24	07/30/24	6
Aug 2024	Tue 08/20/24	08/21/24	08/28/24	6
Sep 2024	Fri 09/20/24	09/23/24	09/30/24 @ 4:30 PM	6
Oct 2024	Mon 10/21/24	10/22/24	10/29/24	6
Nov 2024	Wed 11/20/24	11/21/24	12/02/24 @ 4:30 PM	6
Dec 2024	Fri 12/20/24	12/23/24	01/07/25 @ 4:30 PM	5
Jan 2025	Tue 01/21/25	01/22/25	01/29/25	6
Feb 2025	Thur 02/20/25	02/21/25	02/28/25 @ 3 PM	6
Mar 2025	Thur 03/20/25	03/21/25	03/28/25 @ 3 PM	6
Apr 2025	Mon 04/21/25	04/22/25	04/29/25	6
May 2025	Tue 05/20/25	05/21/25	05/29/25	6
June 2025	Fri 06/20/25	06/23/25	06/27/25	5

*Cycle Close date is normally the 20th of the month @ 11:59 PM CT if the date falls on weekend or holiday the account will cycle the following business day.