

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
Jan 2025	Tue, 01-21-2025	01-22-2025	01-29-2025	6
Feb 2025	Thu, 02-20-2025	02-21-2025	02-28-2025 @ 3:00 PM	6
Mar 2025	Thu, 03-20-2025	03-21-2025	03-28-2025 @ 3:00 PM	6
Apr 2025	Mon, 04-21-2025	04-22-2025	04-29-2025	6
May 2025	Tues, 05-20-2025	05-21-2025	05-29-2025	6
Jun 2025	Fri, 06-20-2025	06-23-2025	06-27-2025	5
Jul 2025	Mon, 07-21-2025	07-22-2025	07-29-2025	6
Aug 2025	Wed, 08-20-2025	08-21-2025	08-28-2025	6
Sep 2025	Mon, 09-22-2025	09-23-2025	09-30-2025 @ 3:00 PM	6
Oct 2025	Mon, 10-20-2025	10-21-2025	10-28-2025	6
Nov 2025	Thu, 11-20-2025	11-21-2025	12-02-2025 @ 3:00 PM	6
Dec 2025	Mon, 12-22-2025	12-23-2025	01-07-2026 @ 3:00 PM	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.