

Billing Cycle

The billing cycle begins 26th day of the month and ends on the 25th day of the following month. If the 25th of the month is on a Saturday, the billing cycle will end of Friday the 24th. If the 25th is on a Sunday, a Sunday then the billing cycle will end up on Monday the 26th.

Reconciliation:

All transactions must be reconciled by the 2nd business day of the month.

Transactions not reconciled by 9:00PM EST on the 2nd business day of the month with charged to the default speedtype attached to the cardholders account information. The cardholder is then responsible for journaling the charges to the correct speedtype and account number.

PCard & DCard Billing Cycle and Reconciliation Dates:

Cycle Beginning Date	Cycle End Date	Transaction Must be reconciled by Date
Wednesday, November 26,2008	Friday, December 26, 2008	Tuesday, January 6, 2009
Friday, December 26,2008	Monday, January 26,2009	Tuesday, February 3, 2009
Tuesday, January 26,2009	Wednesday, February 25,2009	Tuesday , March 3, 2009
Thursday, February 26, 2009	Wednesday, March 25,2009	Thursday, April 2, 2009
Thursday, March 26,2009	Monday, April 27, 2009	Monday, May 4, 2009
Tuesday, April 27, 2009	Monday, May 25,2009	Tuesday, June 2,2009
Tuesday, May 26,2009	Thursday, June 25,2009	Tuesday, July 2,2009
Friday, June 26,2009	Monday, July 27, 2009	Tuesday, August 4,2009
Tuesday, July 28,2009	Tuesday, August 25,2009	Wednesday, September 2, 2009
Wednesday, August 26,2009	Friday, September 25,2009	Friday, October 2, 2009
Saturday, September 26,2009	Monday, October 26, 2009	Tuesday, November 3, 2009
Tuesday, October 27,2009	Wednesday, November 25,2009	Wednesday December 2, 2009
Thursday, November 26, 2009	Monday, December 28,2009	Wednesday January 6, 2009