LONG BEACH STATE UNIVERSITY   PROCARD CYCLE CALENDAR

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
Jul 2022	Wed 07/20/22	07/21/22	07/28/22	6
Aug 2022	Mon 08/22/22	08/23/22	08/30/22	6
Sep 2022	Tue 09/20/22	09/21/22	09/28/22	6
Oct 2022	Thu 10/20/22	10/21/22	10/28/22	6
Nov 2022	Mon 11/21/22	11/22/22	12/01/22 @ 4:30 PM	6
Dec 2022	Tue 12/20/22	12/21/22	01/06/23 @ 4:30 PM	6
Jan 2023	Fri 01/20/23	01/23/23	01/30/23	6
Feb 2023	Tue 02/21/23	02/22/23	02/28/23@ 4:30 PM	5
Mar 2023	Mon 03/20/23	03/21/23	03/28/23	6
Apr 2023	Thur 04/20/23	04/21/23	04/28/23@ 4:30 PM	6
May 2023	Mon 05/22/23	05/23/23	05/31/23@ 4:30 PM	6
Jun 2023	Tue 06/20/23	06/21/23	06/28/23	6

*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.