

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 2024	Mon 01/22/24	01/23/24	01/30/24	6
Feb 2024	Tue 02/20/24	02/21/24	02/28/24	6
Mar 2024	Wed 03/20/24	03/21/24	03/28/24	6
Apr 2024	Mon 04/22/24	04/23/24	04/30/24 @ 4:30 PM	6
May 2024	Mon 05/20/24	05/21/24	05/29/24	6
June 2024	Thu 06/20/24	06/21/24	06/28/24 @ 4:30 PM	6
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	12/21/24	01/07/25 @ 4:30 PM	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.