

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*	Recon Period Begins (after 1 pm)	Reconciliation Period Ends & Statement Upload Deadline	Total # of Bus. Days for Reconciliation Period
Jan 2026	Tue 01-20-2026	01-21-2026	01-28-2026	6
Feb 2026	Fri 02-20-2026	02-23-2026	02-27-2026 @ 3:00 PM	5
Mar 2026	Fri 03-20-2026	03-23-2026	03-30-2026 @ 3:00 PM	6
Apr 2026	Mon 04-20-2026	04-21-2026	04-28-2026	6
May 2026	Wed 05-20-2026	05-21-2026	05-29-2026 @ 3:00 PM	6
Jun 2026	Mon 06-22-2026	06-23-2026	06-30-2026 @ 3:00 PM	6
July 2026	Mon 07-20-2026	07-21-2026	07-28-2026	6
Aug 2026	Thu 08-20-2026	08-21-2026	08-28-2026	6
Sept 2026	Mon 09-21-2026	09-22-2026	09-29-2026	6
Oct 2026	10-20-2026	10-21-2026	10-28-2026	6
Nov 2026	11-20-2026	11-23-2026	12-02-2026 @ 3:00 PM	6
Dec 2026	12-21-2026	12-22-2026	01-06-2027 @ 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.