

NCSU PURCHASE CARD
BILLING CYCLE CALENDAR
2012

(Revised 1/5/12)

Monthly Statement	Billing Cycle Name	Billing Cycle Dates	Final Date for Online Reconciliation	Statements Available For Printing	Statements & Receipts Due to Card Administrator
December 2011	12/20/2011	11/19 thru 12/20	12/21/2011 by 12PM****	12/21/2011 by 5PM****	1/20/2012
January 2012	1/20/2012	12/21 thru 1/20	1/24/2012	1/26/2012	2/20/2012
February 2012	2/20/2012	1/21 thru 2/20	2/22/2012	2/24/2012	3/20/2012
March 2011	3/20/2012	2/21 thru 3/20	3/21/2012 by Noon	3/26/2012	4/20/2012
April 2012	4/20/2012	3/21 thru 4/20	4/24/2012	4/26/2012	5/21/2012***
May 2012**	5/18/2012	4/21 thru 5/18	5/22/2012	5/24/2012	6/20/2012
June 2012	6/20/2012	5/19 thru 6/20	6/21/2012*	6/25/2012	7/20/2012
July 2012	7/20/2012	6/21 thru 7/20	7/24/2012	7/26/2012	8/20/2012
August 2012	8/20/2012	7/21 thru 8/20	8/22/2012	8/24/2012	9/20/2012
September 2012	9/20/2012	8/21 thru 9/20	9/24/2012	9/26/2012	10/22/2012***
October 2012**	10/19/2012	9/21 thru 10/19	10/23/2012	10/25/2012	11/20/2012
November 2012	11/20/2012	10/20 thru 11/20	11/21/2012 by 12PM****	11/26/2012	12/20/2012
December 2012	12/20/2012	11/21 thru 12/20	12/21/2012 by 12PM****	12/21/2012	1/20/2013

March Reconciliation deadline is shortened due to 9.1 system upgrade.

*Shortened due to year-end closeout.

** Billing cycle ends the previous business day since 20th falls on weekend.

*** Statement deadline extended thru next business day since 20th falls on a weekend.

****Due to the University Holiday schedule, reconciliation must be completed by 12pm on this date.

NOTE: All statements are due to Card Administrator by 5:00 PM on 20th of the month. Any statements not in by that time will be placed on hold the next business day. If statement is late for a second time, the hold will remain in effect for four weeks from date the statement is received and also requires a memo from the Department Head.

All statements should be mailed to:

Purchase Card Program
Campus Box 7212

