

NCSU PURCHASE CARD
BILLING CYCLE CALENDAR
2011

(Rev 1/27/2011)

Monthly Statement	Billing Cycle Name	Billing Cycle Dates	Final Date for Account Changes in Web Pgm	Statements Available For Printing	Statements & Receipts Due to Card Administrator
December 2010	12/20/2010	11/20 thru 12/20	12/21/2010 by 12PM****	12/21/2010 at 5PM****	1/20/2011
January 2011	1/20/2011	12/21 thru 1/20	1/24/2011	1/26/2011	2/21/2011***
February 2011**	2/18/2011	1/21 thru 2/18	2/22/2011	2/24/2011	3/21/2011***
March 2011**	3/18/2011	2/19 thru 3/18	3/22/2011	3/24/2011	4/20/2011
April 2011	4/20/2011	3/19 thru 4/20	4/22/2011	4/26/2011	5/20/2011
May 2011	5/20/2011	4/21 thru 5/20	5/24/2011	5/26/2011	6/20/2011
June 2011	6/20/2011	5/21 thru 6/20	6/21/2011*	6/23/2011	7/20/2011
July 2011	7/20/2011	6/21 thru 7/20	7/22/2011	7/26/2011	8/22/2011***
August 2011**	8/19/2011	7/21 thru 8/19	8/23/2011	8/25/2011	9/20/2011
September 2011	9/20/2011	8/20 thru 9/20	9/22/2011	9/26/2011	10/20/2011
October 2011	10/20/2011	9/21 thru 10/20	10/24/2011	10/26/2011	11/21/2011***
November 2011**	11/18/2011	10/21 thru 11/18	11/21/2011 by 12PM****	11/21/2011 by 5PM****	12/20/2011
December 2011	12/20/2011	11/19 thru 12/20	12/21/2011 by 12PM****	12/21/2011 by 5PM****	1/20/2012

*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

