

**NCSU PURCHASE CARD
BILLING CYCLE CALENDAR
2009**

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 2008	12/19/2008	11/21 thru 12/19	12/22/2008 by 12PM****	12/22/2008 at 5PM	1/20/2009
January 2009	1/20/2009	12/20 thru 1/20	1/22/2009	1/26/2009	2/20/2009
February 2009	2/20/2009	1/21 thru 2/20	2/24/2009	2/26/2009	3/20/2009
March 2009	3/20/2009	2/21 thru 3/20	3/24/2009	3/26/2009	4/20/2009
April 2009	4/20/2009	3/21 thru 4/20	4/22/2009	4/24/2009	5/20/2009
May 2009	5/20/2009	4/21 thru 5/20	5/22/2009	5/27/2009	6/22/2009
June 2009	6/19/2009	5/21 thru 6/19	6/23/2009	6/25/2009	7/20/2009
July 2009	7/20/2009	6/20 thru 7/20	7/22/2009	7/24/2009	8/20/2009
August 2009	8/20/2009	7/21 thru 8/20	8/24/2009	8/26/2009	9/21/2009
September 2009	9/18/2009	8/21 thru 9/18	9/22/2009	9/24/2009	10/20/2009
October 2009	10/20/2009	9/19 thru 10/20	10/22/2009	10/26/2009	11/20/2009
November 2009	11/20/2009	10/21 thru 11/20	11/23/2009 by 12PM****	11/23/2009 at 5PM	12/21/2009
December 2009	12/18/2009	11/21 thru 12/18	12/21/2009 by 12PM****	12/21/2009 at 5PM	1/20/2010
** 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 4:30PM 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					

