

**Bank of America FY22 Billing Cycle
 Visa Purchasing Card (PCard) Reconciliation Calendar
 (July 2021 through June 2022)**

- **Billing Cycle:** Begins on the first day of each month and ends on the last day of the month (e.g. 01/01/22 – 01/31/22).
 A cardholder may reconcile transactions and attach receipts to their Concur Statement Report throughout the **Billing Cycle**. However, the cardholder must wait for the **Billing Cycle** to close plus five additional days (6th day of each month), to submit the Statement Report electronically to their Financial Manager/Supervisor for approval. **Cardholders will receive a monthly email reminder.**
- **Submission Date:** Always the 6th day of each month.
 The first day cardholders can begin submitting the Statement Report to the Financial Manager/Supervisor electronically through Concur.
- **Due Date:** The deadline for the Financial Manager/Supervisor to review, approve, and submit the Statement Report electronically in Concur to Accounting for review.

Cardholders please allow your Financial Manager sufficient time needed to review, approve, and submit your report electronically by the **Due Date** deadline.

Financial Managers/Supervisors must review, approve and submit Statement Reports electronically to Accounting by the **Due Date**.

Statement Month	Billing Cycle	Submission Date First day the reconciled Statement Report can be Submitted to Approver in Concur	Due Date Deadline for Financial Manager Approval and On-Line Submission of the Statement Report (to Accounting Review).
July FY22	7/1/2021-7/31/2021	8/6	Friday, 8/13
August FY22	8/1/2021-8/31/2021	9/6	Monday, 9/13
September FY22	9/1/2021-9/30/2021	10/6	Wednesday, 10/13
October FY22	10/1/2021-10/31/2021	11/6	Monday, 11/15
November FY22	11/1/2021-11/30/2021	12/6	Monday, 12/13
December FY22	12/1/2021-12/31/2021	1/6	Friday, 01/14
January FY22	1/1/2022-1/31/2022	2/6	Tuesday, 02/14
February FY22	2/1/2022-2/28/2022	3/6	Monday, 03/14
March FY22	3/1/2022-3/31/2022	4/6	Wednesday, 4/13
April FY22	4/1/2022-4/30/2022	5/6	Friday, 5/13
May FY22	5/1/2022-5/31/2022	6/6	Monday, 6/13
June FY22	6/1/2022-6/30/2022	7/6	Wednesday, 07/13