

**Bank of America FY24 Billing Cycle
Visa Purchasing Card (PCard) Reconciliation Calendar
(July 2023 through June 2024)**

- **Billing Cycle:** Begins on the first day of each month and ends on the last day of the month (e.g. 01/01/24 – 01/31/24).
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 the Approver in Concur	Due Date Deadline for Financial Manager Approval and On-Line Submission of the Statement Report (to Accounting Review).
July FY24	7/1/2023-7/31/2023	8/6	Friday, 08/11
August FY24	8/1/2023-8/31/2023	9/6	Wednesday, 09/13
September FY24	9/1/2023-9/30/2023	10/6	Friday, 10/13
October FY24	10/1/2023-10/31/2023	11/6	Monday, 11/13
November FY24	11/1/2023-11/30/2023	12/6	Wednesday, 12/13
December FY24	12/1/2023-12/31/2023	1/6	Friday, 01/12
January FY24	1/1/2024-1/31/2024	2/6	Tuesday, 02/13
February FY24	2/1/2024-2/29/2024	3/6	Thursday, 03/14
March FY24	3/1/2024-3/31/2024	4/6	Friday, 04/12
April FY24	4/1/2024-4/30/2024	5/6	Monday, 05/13
May FY24	5/1/2024-5/31/2024	6/6	Thursday, 06/13
June FY24	6/1/2024-6/30/2024	7/6	Friday, 07/12