**Bank of America FY25 Billing Cycle**

**Visa Purchasing Card (PCard) Reconciliation Calendar**

 **(July 2024 through June 2025)**

* ***Billing Cycle:*** Begins on the first day of each month and ends on the last day of the month (e.g. 01/01/25 – 01/31/25).

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.

On 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).** |
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| **July FY25** | 7/1/2024-7/31/2024 | 8/6 | Tuesday, 08/13 |
| **August FY25** | 8/1/2024-8/31/2024 | 9/6 | Friday, 09/13 |
| **September FY25** | 9/1/2024-9/30/2024 | 10/6 | Friday, 10/11 |
| **October FY25** | 10/1/2024-10/31/2024 | 11/6 | Wednesday, 11/13 |
| **November FY25**  | 11/1/2024-11/30/2024 | 12/6 | Friday, 12/13 |
| **December FY25** | 12/1/2024-12/31/2024 | 1/6 | Monday, 01/13 |
| **January FY25** | 1/1/2025-1/31/2025 | 2/6 | Thursday, 02/13 |
| **February FY25** | 2/1/2025-2/28/2025 | 3/6 | Thursday, 03/13 |
| **March FY25** | 3/1/2025-3/31/2025 | 4/6 | Friday, 04/11 |
| **April FY25** | 4/1/2025-4/30/2025 | 5/6 | Tuesday, 05/13 |
| **May FY25** | 5/1/2025-5/31/2025 | 6/6 | Friday, 06/13 |
| **June FY25** | 6/1/2025–6/30/2025 | 7/6 | Friday, 07/11 |
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