**Bank of America FY26 Billing Cycle**

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

**(July 2025 through June 2026)**

* ***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 (the 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** **(the 13th or, if the 13th falls on the weekend, the Friday before the 13th).**

**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 FY26** | 7/1/2025-7/31/2025 | 8/6 | Wednesday, 08/13 |
| **August FY26** | 8/1/2025-8/31/2025 | 9/6 | Friday, 09/12 |
| **September FY26** | 9/1/2025-9/30/2025 | 10/6 | Monday, 10/13 |
| **October FY26** | 10/1/2025-10/31/2025 | 11/6 | Thursday, 11/13 |
| **November FY26** | 11/1/2025-11/30/2025 | 12/6 | Friday, 12/12 |
| **December FY26** | 12/1/2025-12/31/2025 | 1/6 | Tuesday, 01/13 |
| **January FY26** | 1/1/2026-1/31/2026 | 2/6 | Friday, 02/13 |
| **February FY26** | 2/1/2026-2/28/2026 | 3/6 | Friday, 03/13 |
| **March FY26** | 3/1/2026-3/31/2026 | 4/6 | Monday, 04/13 |
| **April FY26** | 4/1/2026-4/30/2026 | 5/6 | Wednesday, 05/13 |
| **May FY26** | 5/1/2026-5/31/2026 | 6/6 | Friday, 06/12 |
| **June FY26** | 6/1/2026–6/30/2026 | 7/6 | Monday, 07/13 |
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