

PCard Billing Cycles (Calendar Year 2024)

Billing Cycle	Starting Date	Closing Date	Signoff & Reconciliation Deadline	Banner Posting Deadline
December (2023)	11/16	12/15	1/5/2024	1/12/2024
January	12/16	1/15	1/30	2/12
February	1/16	2/15	2/29	3/12
March	2/16	3/15	3/30	4/12
April	3/16	4/15	4/30	5/12
May	4/16	5/15	5/30	6/12
June	5/16	6/14	6/30	7/12
Transactions with post date of 6/15 or later will post to next fiscal year as part of the July billing cycle.				
July	6/15	7/15	7/30	8/12
August	7/16	8/15	8/30	9/12
September	8/16	9/13	10/30	10/12
October	9/14	10/15	11/30	11/12
November	10/16	11/15	11/30	12/12
December (2024)	11/16	12/13	1/5/2025	1/12/2025

Signoff questions? Check our how-to guides on the PCard page, in Canvas, or send questions to

PCardAdmin@odu.edu

Banner posting questions? Please contact Monique Johnson-Dowe at

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