

P CARD & T CARD BILLING CYCLE TIMELINE

This chart shows the P-card and T-card billing cycle dates for 2015- 2016. Here are a few terms and the definitions of the terms.

Billing Cycle - The date range for transactions posted to the managing account from which the invoice is based.

Statement Available - When statement is ready to print on Access Online.

Allocate - The last day charges can be reallocated in Access Online.

Download Complete Date - The day the documents are downloaded into AASIS.

Billing Cycle	Statement is Available to Print by Noon	Last date to Allocate charges	Download Complete Date
Apr 16 - May 15 (FY 15)	May 16	May 21	May 26
May 16 - June 15 (FY 15)	Jun 16	Jun 19	Jun 23
June 16 - July 15	July 16	July 21	July 23
July 16 - Aug 17	Aug 18	Aug 21	Aug 25
Aug 18 - Sept 15	Sept 16	Sept 21	Sept 23
Sept 16 - Oct 15	Oct 16	Oct 21	Oct 23
Oct 16 - Nov 16	Nov 17	Nov 20	Nov 24
Nov 17 - Dec 15	Dec 16	Dec 21	Dec 23
Dec 16 - Jan 15	Jan 16	Jan 21	Jan 25
Jan 16 - Feb 15	Feb 16	Feb 19	Feb 23
Feb 16 - Mar 15	Mar 16	Mar 21	Mar 23
Mar 16 - Apr 15	Apr 16	Apr 21	Apr 25
Apr 16 - May 16	May 17	May 20	May 24
May 17 - Jun 15	Jun 16	Jun 21	Jun 24