

2021 SPCC Billing Cycle Dates & Deadlines

All transactions for the billing cycle must be signed off by both the Cardholder and Approver by the relevant deadlines below. If you have any questions or issues during your billing cycle, contact your SPCC Program Administrator.

Month	Cycle Start Date	Cycle End Date	Works Stmt Available*	Sign Off Deadline**
January 2021	December 16	January 15	January 17	January 22
February 2021	January 16	February 15	February 17	February 22
March 2021	February 16	March 15	March 17	March 22
April 2021	March 16	April 15	April 17	April 22
May 2021***	April 16	May 14	May 16	May 24
June 2021 (FY22)	May 15	June 15	June 17	June 22
July 2021	June 16	July 15	July 17	July 22
August 2021	July 16	August 13	August 15	August 23
September 2021	August 14	September 15	September 17	September 22
October 2021	September 16	October 15	October 17	October 22
November 2021	October 16	November 15	November 17	November 22
December 2021	November 16	December 15	December 17	December 17****

* Charges may be posted up to 48 hours past the date of the billing cycle close. Works statements should be set to run 2 days past each billing cycle close to ensure accuracy. You can pull your billing statement at any time before or after the scheduled report run.

** Subject to change; Transactions are swept by the Accountant the morning following the Sign Off Deadline.

*** Last Billing Cycle for FY21. Any charges posted after May 14th will hit FY22 budgets.

**** UMW Winter Break 2021 starts December 20 so the Accountant must perform the sweep December 17 to ensure timely payment to BOA.