

2022 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 2022	December 16	January 14	January 16	January 24
February 2022	January 15	February 15	February 17	February 22
March 2022	February 16	March 15	March 17	March 22
April 2022	March 16	April 15	April 17	April 22
May 2022***	April 16	May 13	May 15	May 23
June 2022 (FY23)	May 14	June 15	June 17	June 22
July 2022	June 16	July 15	July 17	July 22
August 2022	July 16	August 15	August 17	August 22
September 2022	August 16	September 15	September 17	September 22
October 2022	September 16	October 14	October 16	October 24
November 2022	October 15	November 15	November 17	November 21
December 2022	November 16	December 15	December 15	December 15****

* 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 FY22. Any charges posted after May 13th will hit FY23 budgets.

**** UMW Winter Break 2022 starts December 19 so the Accountant must perform the sweep December 16 to ensure timely payment to BOA.