

## 2024 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	Stmnt Available*	Sign Off Deadline (EOD)**
January 2024	December 16	January 15	January 17	<b>Thurs, January 18</b>
February 2024	January 16	February 15	February 17	<b>Tues, February 20</b>
March 2024	February 16	March 15	March 17	<b>Wed, March 20</b>
April 2024	March 16	April 15	April 17	<b>Thurs, April 18</b>
May 2024***	April 16	May 15	May 17	<b>Mon, May 20</b>
June 2024 (FY25)	May 16	June 14	June 16	<b>Wed, June 19</b>
July 2024	June 15	July 15	July 17	<b>Thurs, July 18</b>
August 2024	July 16	August 15	August 17	<b>Tues, August 20</b>
September 2024	August 16	September 13	September 15	<b>Wed, September 18</b>
October 2024	September 14	October 15	October 17	<b>Fri, October 18</b>
November 2024	October 16	November 15	November 17	<b>Wed, November 20</b>
December 2024	November 16	December 13	December 15	<b>Tues, December 17****</b>

\* 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 must be allocated and signed off by end of day (11:59pm) on this day. Transactions are swept by the Accountant the morning following the Sign Off Deadline. Transactions that are not in dispute and not fully allocated or signed off that are swept will be deemed [non-compliant and incur consequences](#).

\*\*\* Last Billing Cycle for FY24. Any charges posted after May 15th will hit FY25 budgets. There are no exceptions.

\*\*\*\* UMW Winter Break 2024 starts December 20 so the Accountant must perform the sweep on December 18 to ensure timely payment to BOA.