

2023 SPCC Billing Cycle Dates & Deadlines

(Updated on August 10, 2023)

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 2023	December 16	January 13	January 15	January 23
February 2023	January 14	February 15	February 17	February 22
March 2023	February 16	March 15	March 17	March 22
April 2023	March 16	April 14	April 16	April 24
May 2023***	April 15	May 15	May 17	May 22
June 2023 (FY24)	May 16	June 15	June 17	June 22
July 2023	June 16	July 14	July 16	July 24
August 2023	July 15	August 15	August 17	August 22
September 2023	August 16	September 15	September 17	September 22
October 2023	September 16	October 13	October 15	October 19
November 2023	October 14	November 15	November 17	November 20
December 2023	November 16	December 15	December 17	December 18****

* 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 FY23. Any charges posted after May 15th will hit FY24 budgets.

**** UMW Winter Break 2023 starts December 22 so the Accountant must perform the sweep on December 22 to ensure timely payment to BOA.