

The cardholder must reconcile and validate all transactions each month and obtain approval within specified timeframe referenced in the table below. Approved statements must be uploaded to PeopleSoft prior to the end of the reallocation period.

Month/Year	Invoice Date/Cycle Close Date*	Reconciliation Period Begins (after 1PM)	Reconciliation Period Ends & Statement Upload Deadline	Total # of Bus. Days for Reconciliation Period
Jan2025	Tue, 01-21-2025	01-22-2025	01-29-2025	6
Feb2025	Thy 02-20-2025	02-21-2025	02-28-2025 @ 3:00 PM	6
Mar 2025	Thy 03-20-2025			6