

# 2021 PCARD PLACE DEADLINES

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- Divisions may issue earlier deadlines to their cardholders
- The first date within the reconciliation window is the day that all transactions within that statement will be available in Pcard Place
- All transactions are due to be managed/approved by midnight of the last day of the reconciliation window.
- Any transactions that are not approved after the window closes will require a signed log from the cardholder. If the accounting information needs to be changed a journal entry will need to be completed.

STATEMENT ENDING	COUNTYWIDE RECONCILIATION WINDOW
January 22	January 26-February 2
February 22	February 24-March 3
March 22	March 24-March 31
April 22	April 26- May 3
May 24	May 26-June 2
June 22	June 24-July 1
July 22	July 26-August 2
August 23	August 25-September 1
September 22	September 24-October 1
October 22	October 26-November 2
November 22	November 24-December 1
December 22	December 24-December 31