

# 2022 PCARD PLACE DEADLINES

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