

2025 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 on 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 24-January 31 |
| February 24 | February 26-March 5 |
| March 24 | March 26-April 2 |
| April 22 | April 24- May 1 |
| May 22 | May 26-June 2 |
| June 23 | June 25-July 2 |
| July 22 | July 24- July 31 |
| August 22 | August 25-Sept 1 |
| September 22 | September 24-October 1 |
| October 22 | October 24-October 31 |
| November 24 | November 26-December 3 |
| December 22 | December 24-December 31 |