

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-April 2
June 23	June 25-July 2
July 22	July 24-August 2nd
August 22	August 26-Sept 2
September 22	September 24-October 1
October 22	October 24-October 31
November 24	November 26-December 3
December 22	December 24-December 31