

PURCHASING CARD DEADLINES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	EVERY FRIDAY Soft Close – 5pm. EST. (All transactions approved by the CH and the APP get posted to FAS**)	7
8	9	10	11	12	EVERY FRIDAY Soft Close – 5pm. EST. (All transactions approved by the CH and the APP get posted to FAS**)	14
15	16	17	18	19	EVERY FRIDAY Soft Close – 5pm. EST. (All transactions approved by the CH and the APP get posted to FAS**)	21
22 OF EVERY MONTH Cycle Date*	23	24	25	26	EVERY FRIDAY Soft Close – 5pm. EST. (All transactions approved by the CH and the APP get posted to FAS**)	28
29	30	31 LAST BUSINESS DAY OF EVERY MONTH Hard Close – 5pm. EST. (all transactions posted in Works on or before the cycle date get posted to FAS)	*The date when the billing cycle ends at the Card Issuer (Bank of America). Monthly bills from the Card Issuer will include all transactions that have posted from the 23 rd of one month to the 22 nd of the following month. **Throughout the month, Cardholders/Reconcilers and Approvers should be reviewing, reconciling and approving transactions as they post to Works.			