



OFFICE OF STATE PROCUREMENT P-CARD & T-CARD BILLING CYCLE TIMELINE

This chart shows the P-card and T-card billing cycle dates for FY 2025 – FY 2026.

Billing Cycle - The date range for transactions posted to the managing account from which the invoice is based.

Statement Available - When a statement is ready to print on Global Card Access.

Allocate - The last day charges can be reallocated in Bank of America.

Download Complete Date - The day the documents are downloaded into AASIS.

Billing Cycle	Statement Available	Last Date to Re-Allocate Charges	Download Complete Date
June 13 – July 15, 2025	July 16	July 21	July 24
July 16 - August 15, 2025	August 16	August 21	August 25
August 16 – September 15, 2025	September 16	September 21	September 24
September 16 – October 15, 2025	October 16	October 21	October 24
October 16 – November 14, 2025	November 16	November 21	November 25
November 15 – December 15, 2025	December 14	December 21	December 26
December 16 – January 15, 2026	January 16	January 21	January 24
January 16 – February 13, 2026	February 16	February 21	February 24
February 14 – March 13, 2026	March 16	March 21	March 24
March 14 – April 15, 2026	April 16	April 21	April 24
April 16 – May 15, 2026	May 16	May 21	May 26
May 16 – June 12, 2026	June 13	June 21	June 24