

Bank of America

2023 Settlement Schedule

Cycle Date = 27th Calendar Day

Billing Date Range				
Month	Cycle Start Date	Cycle End Date	Review Due Date (1)	Transaction Log Due Date (2)
January	12/28/2022	1/27/2023	2/1/2023	2/8/2023
February	1/28/2023	2/27/2023	3/2/2023	3/9/2023
March	2/28/2023	3/27/2023	3/30/2023	4/6/2023
April	3/28/2023	4/27/2023	5/2/2023	5/9/2023
May	4/28/2023	5/26/2023 #	6/1/2023	6/8/2023
June	5/27/2023	6/27/2023	6/30/2023 (3)	6/30/2023 (3)
July	6/28/2023	7/27/2023	8/1/2023	8/8/2023
August	7/28/2023	8/25/2023 #	8/30/2023	9/6/2023
September	8/26/2023	9/27/2023	10/2/2023	10/9/2023
October	9/28/2023	10/27/2023	11/1/2023	11/8/2023
November	10/28/2023	11/27/2023	11/30/2023	12/7/2023
December	11/28/2023	12/27/2023	1/3/2024	1/10/2024

(1) Review Due Date = three business days after cycle end date. Cardholders need to review, reconcile their transactions, and print the BOA Statement of account report in the Works website by this date. For those that converted to the new transaction process, receipts should be uploaded, transactions allocated and signed off by the cardholder by this date.

(2) Transaction Log Due Date = five business days after Review Due Date. Cardholders need to email their PDF File to: pcard-documents@iup.edu using the following naming convention of the purchasing card holder: “last name, first name, last 4 digits of card number, submission month and year”. Example: Doe, Jane, 1234, December 2021.pdf. For those that converted to the new transaction process, approvers should sign off by this date.

(3) Due date exception for both columns because of fiscal year-end/auditors.

Note: If the 27th of the month falls on a weekend, the cycle will end on the Friday before, which will also be reflected in the Works website, and may result in your BOA Statement of Account run date changing. BOA does not post any transactions on Saturdays or Sundays. Scheduled reports will automatically adjust for these dates.