

**Bank of America**  
**2020 Settlement Schedule**  
**Cycle Date = 27<sup>th</sup> Calendar Day**

<b>Billing Date Range</b>				
<b>Month</b>	<b>Cycle Start Date</b>	<b>Cycle End Date</b>	<b>Review Due Date (1)</b>	<b>Transaction Log Due Date (2)</b>
January	12/28/2019	1/27/2020	1/30/2020	2/6/2020
February	1/28/2020	2/27/2020	3/3/2020	3/10/2020
March	2/28/2020	3/27/2020	4/1/2020	4/8/2020
April	3/28/2020	4/27/2020	4/30/2020	5/7/2020
May	4/28/2020	5/27/2020	6/1/2020	6/8/2020
June	5/28/2020	6/26/2020 #	6/30/2020 (3)	6/30/2020 (3)
July	6/27/2020	7/27/2020	7/30/2020	8/6/2020
August	7/28/2020	8/27/2020	9/1/2020	9/8/2020
September	8/28/2020	9/25/2020 #	9/30/2020	10/7/2020
October	9/26/2020	10/27/2020	10/30/2020	11/6/2020
November	10/28/2020	11/27/2020	12/2/2020	12/9/2020
December	11/28/2020	12/24/2020 #	1/6/2021	1/13/2021

- (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.
- (2) Transaction Log Due Date = five business days after Review Due Date. Cardholders need to submit all documentation to the Accounts Payable Director with required signatures by this date.
- (3) Due date exception for both columns because of fiscal year-end/auditors.

# Note: If the 27<sup>th</sup> 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.