

Bank of America

2021 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	12/28/2020	1/27/2021	2/1/2021	2/8/2021
February	1/28/2021	2/26/2021 #	3/3/2021	3/10/2021
March	2/27/2021	3/26/2021 #	3/31/2021	4/7/2021
April	3/27/2021	4/27/2021	4/30/2021	5/7/2021
May	4/28/2021	5/27/2021	6/2/2021	6/9/2021
June	5/28/2021	6/25/2021 #	6/30/2021 (3)	6/30/2021 (3)
July	6/26/2021	7/27/2021	7/30/2021	8/6/2021
August	7/28/2021	8/27/2021	9/1/2021	9/8/2021
September	8/28/2021	9/27/2021	9/30/2021	10/7/2021
October	9/28/2021	10/27/2021	11/1/2021	11/8/2021
November	10/28/2021	11/26/2021 #	12/1/2021	12/8/2021
December	11/27/2021	12/27/2021	1/5/2022	1/12/2022

- (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 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, September 2020.pdf
- (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.