Monthly Process (As a reminder)

* Cycle ends on the tenth (10th) of each month (11th-10th).
* On the seventeenth (17th), or next business day following that date, charges are “locked” so that no further FOAP updates can be made.
* Cardholders and reconcilers must sign off on transactions in works and complete FOAP reallocations by the eighteenth (17th) of the month.
* **RECONCILERS** need to complete approvals to restore credit lines.
* Statements should be printed on or around the thirteenth (13th) of the month or when notified by e-mail.
* **ALL** statements with attached receipts/invoices, with all **SIGNATURES** (Cardholder, Reconciler, and Department Head) and **DATES** must be sent to Purchasing by the first (1st) of the following month or next available business day.
* **If Changes are needed to your TCard (Credit Limit, Fund added/deleted, etc..) fill out the TCard Account Maintenance form from the Purchasing Website/ TCard Tab.**
* [https://www.wcu.edu/discover/campus-services-and-](https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx) [operations/purchasing-department/index.aspx](https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx)

|  |  |  |  |
| --- | --- | --- | --- |
| Monthly Statement | Billing Cycle Dates | Dates for Reconciling | Deadlines for Statements due to Purchasing |
| January | 12/11-01/10 | 01/17 | 02/01 |
| February | 01/11-02/10 | 02/17 | 03/01 |
| March | 02/11-03/10 | 03/17 | 04/01 |
| April | 03/11-04/10 | 04/17 | 05/01 |
| May | 04/11-05/10 | 05/17 | 06/01 |
| June | 05/11-06/10 | 06/17 | 07/01 |
| July | 06/11-07/10 | 07/17 | 08/01 |
| August | 07/11-08/10 | 08/17 | 09/01 |
| September | 08/11-09/10 | 09/17 | 10/01 |
| October | 09/11-10/10 | 10/17 | 11/01 |
| November | 10/11-11/10 | 11/17 | 12/01 |
| December | 11/11-12/10 | 12/17 | 01/01 |