



**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 2024 – FY 2025.

**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 15 – July 15, 2024	July 15	July 21	July 24
July 16 - August 15, 2024	August 16	August 19	August 24
August 16 – September 13, 2024	September 14	September 20	September 24
September 14 – October 15, 2024	October 16	October 21	October 24
October 16 – November 15, 2024	November 16	November 21	November 25
November 16 – December 13, 2024	December 14	December 20	December 26
December 14 – January 15, 2025	January 16	January 20	January 24
January 16 – February 14, 2025	February 17	February 21	February 24
February 15 – March 14, 2025	March 17	March 21	March 24
March 16 – April 15, 2025	April 16	April 21	April 24
April 16 – May 15, 2025	May 16	May 21	May 26
May 16 – June 13, 2025	June 16	June 20	June 24