

NOTE: Cardholders can and should start reconciling transactions as soon as they appear in the ProCard Statement Report in Concur.

Statement Cycle Start Date	Statement Cycle End Date	Statement Submit Available	Cardholder Submits	Supervisor Completes	DOA Completes Approval	Exception Approval, If	ProCard Processor
		(Day 6 post cycle end date)	By (up to 10 days post cycle end date)	Approval By (up to 10 days post submit date)	By (up to 10 days post supervisor approval)	Needed, By (up to 10 days post DOA approval)	
Role that Completes the Action:		User / Cardholder	Approver #1	Approver #2	Exception Approver		
3/24/2026	4/23/2026	4/29/2026	5/3/2026	5/13/2026	5/23/2026	6/2/2026	ProCard Processor Receives Report for Review and Audit as soon as the last approval is completed.
4/24/2026	5/26/2026	6/1/2026	6/5/2026	6/15/2026	6/25/2026	7/5/2026	
5/27/2026	6/23/2026	6/29/2026	7/3/2026	7/13/2026	7/23/2026	8/2/2026	
6/24/2026	7/23/2026	7/29/2026	8/2/2026	8/12/2026	8/22/2026	9/1/2026	
7/24/2026	8/24/2026	8/30/2026	9/3/2026	9/13/2026	9/23/2026	10/3/2026	
8/25/2026	9/23/2026	9/29/2026	10/3/2026	10/13/2026	10/23/2026	11/2/2026	
9/24/2026	10/23/2026	10/29/2026	11/2/2026	11/12/2026	11/22/2026	12/2/2026	
10/24/2026	11/23/2026	11/29/2026	12/3/2026	12/13/2026	12/23/2026	1/2/2027	
11/24/2026	12/23/2026	12/29/2026	1/2/2027	1/12/2027	1/22/2027	2/1/2027	
12/24/2026	1/25/2027	1/31/2027	2/4/2027	2/14/2027	2/24/2027	3/6/2027	Once the statement report is fully approved and the Processor completes their step, the report is extracted to CFS in the overnight process.
1/26/2027	2/23/2027	3/1/2027	3/5/2027	3/15/2027	3/25/2027	4/4/2027	
2/24/2027	3/23/2027	3/29/2027	4/2/2027	4/12/2027	4/22/2027	5/2/2027	
3/24/2027	4/23/2027	4/29/2027	5/3/2027	5/13/2027	5/23/2027	6/2/2027	
4/24/2027	5/25/2027	5/31/2027	6/4/2027	6/14/2027	6/24/2027	7/4/2027	
5/26/2027	6/23/2027	6/29/2027	7/3/2027	7/13/2027	7/23/2027	8/2/2027	
6/24/2027	7/23/2027	7/29/2027	8/2/2027	8/12/2027	8/22/2027	9/1/2027	
7/24/2027	8/23/2027	8/29/2027	9/2/2027	9/12/2027	9/22/2027	10/2/2027	
8/24/2027	9/23/2027	9/29/2027	10/3/2027	10/13/2027	10/23/2027	11/2/2027	
9/24/2027	10/25/2027	10/31/2027	11/4/2027	11/14/2027	11/24/2027	12/4/2027	
10/26/2027	11/23/2027	11/29/2027	12/3/2027	12/13/2027	12/23/2027	1/2/2028	
11/24/2027	12/23/2027	12/29/2027	1/2/2028	1/12/2028	1/22/2028	2/1/2028	

Company Card

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i This page allows for the management of statement periods for the selected card program. To find a specific statement period, specify the appropriate criteria and click Search.

Find every statement period where Status Search

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Start Date↑	End Date	Status
03/24/2026	04/23/2026	Open
04/24/2026	05/26/2026	Future
05/27/2026	06/23/2026	Future
06/24/2026	07/23/2026	Future
07/24/2026	08/24/2026	Future
08/25/2026	09/23/2026	Future
09/24/2026	10/23/2026	Future
10/24/2026	11/23/2026	Future
11/24/2026	12/23/2026	Future
12/24/2026	01/25/2027	Future
01/26/2027	02/23/2027	Future
02/24/2027	03/23/2027	Future