

US Bank Statement Cycle Dates and Reconciliation/Bank Statement Due Dates

The US Bank statement cycle runs from the 16th of one month to the 15th of the following month, unless the 15th falls on a weekend, then the statement end date will be the next business day.

Billing cycle dates and the corresponding reconciliation and bank statement due dates for Fiscal Year 2025 are as follows:

Billing Start Date	Billing End Date	Reconciliation Due Date	Bank Statement Due Date
6/18/2024	7/15/2024	7/19/2024	7/31/2024
7/16/2024	8/15/2024	8/20/2024	8/30/2024
8/16/2024	9/16/2024	9/20/2024	9/30/2024
9/17/2024	10/15/2024	10/21/2024	10/31/2024
10/16/2024	11/15/2024	11/20/2024	12/2/2024
11/16/2024	12/16/2024	12/17/2024	1/31/2025

Any cardholder with charges that are not reconciled by the due date and/or they (or their processor) have not communicated with the Procurement Office regarding any non-reconciled transactions, will be assigned violation points.

Note: During the holiday season and fiscal year end, due dates are subject to change.

Helpful Suggestions:

- Don't wait until the cycle close date to start your reconciliation. Make it a goal to reconcile transactions at least on a weekly basis.
- Set a task or reminder on your calendar (or phone) to reconcile your transactions
- Don't forget, cardholder account activity needs printed, signed (by both Cardholder and Supervisor) then submitted to Procurement@fairmontstate.edu by the due date.
- If you are sending a Bank Statement, please white out your credit card number (only the last 4 can be present). Please remember to scan all documents in Black/White, we can not upload any Color documents.