

2026 PCARD PLACE DEADLINES

- Divisions may issue earlier deadlines to their cardholders
- The first date within the reconciliation window is the day that all transactions within that statement will be available in Pcard Place
- All transactions are due to be managed/approved by midnight of the last day of the reconciliation window.
- Any transactions that are not approved after the window closes will require a signed log from the cardholder. If the accounting information needs to be changed a journal entry will need to be completed.

STATEMENT ENDING	COUNTYWIDE RECONCILIATION WINDOW
January 22	January 26-February 2
February 23	February 25-March 4
March 23	March 25-April 1
April 22	April 24- May 1
May 22	May 25-June 1
June 22	June 24-July 1
July 22	July 24-July 31
August 24	August 26-September 2
September 22	September 24-October 1
October 22	October 26-November 2
November 23	November 25-December 2
December 22	December 24-December 31