

US Bank P-Card Deadlines for 2015

The billing cycle closes on the 22nd of each month, unless the 22nd falls on a weekend or a holiday, in which case the billing cycle closes the next business day. Transactions usually post within 2-3 days of purchase. Transactions may still post on the last day of the billing cycle so it's best to wait until the next business day to login to Access Online to approve your transactions. All transactions must be allocated in Access Online by close of business for each date listed below.

ALL APPROVALS MUST BE COMPLETED BY THE FINAL EXTRACT DATE LISTED BELOW

Billing Cycle for September

First Extract of P-Card Transactions	Tuesday, September 8, 2015
Final Extract of P-Card Transactions	Friday, September 25, 2015

Billing Cycle for October

First Extract of P-Card Transactions	Tuesday, October 6, 2015
Final Extract of P-Card Transactions	Friday, October 25, 2015

Billing Cycle for November

First Extract of P-Card Transactions	Thursday, November 5, 2015
Final Extract of P-Card Transactions	Tuesday, November 24, 2015

Billing Cycle for December

First Extract of P-Card Transactions	Monday, December 7, 2015
Final Extract of P-Card Transactions	Wednesday, December 23, 2015