

BILLING CYCLE

*The billing cycle begins on the 26th day of each month and ends on the 25th day of the following month.

RECONCILIATION

All transaction must be reconciled by the 2nd business day of the month.

Transactions not reconciled by 9:00pm EST on the 2nd business day of the month will be charged to the default account listed for the cardholder. The cardholder is then responsible for journaling charges to correct speedtype.

P-card-PVS Net Post and Report Schedule from 1/08 through 12/08

<u>Month</u>	<u>Reporting Cycle Dates</u>	<u>Reminder E-mail Date</u>	<u>Last Date for Edits at 9PM EST</u>	<u>CASE Post Date *2</u>
January	12/26/07-1/25/08	Friday 1/18/08	Monday 2/4/08	Tuesday 2/5/08
February	1/26/08-2/25/08	Monday 2/18/08	Tuesday 3/4/08	Wednesday 3/5/08
March	2/26/08-3/25/08	Tuesday 3/18/08	Wednesday 4/2/08	Wednesday 4/3/08
April	3/26/08-4/25/08	Friday 4/18/08	Friday 5/2/08	Monday 5/5/08
May	4/26/08-5/27/08	Monday 5/19/08	Tuesday 6/3/08	Wednesday 6/04/08
June	5/28/08-6/25/08	Wednesday 6/18/08	Wednesday 7/2/08	Thursday 7/3/08
July	6/26/08-7/25/08	Friday 7/18/08	Monday 8/4/08	Tuesday 8/5/08
August	7/26/08-8/25/08	Monday 8/18/08	Wednesday 9/3/08	Thursday 9/4/08
September	8/26/08-9/25/08	Thursday 9/18/08	Thursday 10/2/08	Friday 10/3/08
October	9/26/08-10/27/08	Friday 10/17/08	Tuesday 11/4/08	Wednesday 11/5/08
November	10/28/08-11/26/08	Tuesday 11/18/08	Tuesday 12/2/08	Wednesday 12/3/08
December	11/27/08-12/26/08	Thursday 12/18/08	Monday 1/5/09	Tuesday 1/6/09

*1- If the 25th of the month falls on a Saturday, Sunday, or bank holiday, the bank reserves the right to add statement reporting dates to the monthly total. That is why our cycle period total may be different than the statement period total.