

Monthly Process (As a reminder)

- ❖ Cycle ends on the tenth (10th) of each month (11th-10th).
- ❖ On the eighteenth (18th), or next business day following that date, charges are “locked” so that no further FOAP updates can be made.
- ❖ Cardholders and reconcilers must sign off on transactions in works and complete FOAP reallocations by the eighteenth (18th) of the month.
- ❖ **RECONCILERS** need to complete approvals to restore credit lines.
- ❖ Statements should be printed on or around the thirteenth (13th) of the month or when notified by e-mail.
- ❖ **ALL** statements with attached receipts/invoices, with all **SIGNATURES** (Cardholder, Reconciler, and Department Head) and **DATES** must be sent to Purchasing by the first (1st) of the following month or next available business day.
- ❖ **If Changes are needed to your TCard (Credit Limit, Fund added/deleted, etc.) fill out the TCard Account Maintenance form from the Purchasing Website/ TCard Tab.**
- ❖ <https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx>

Monthly Statement	Billing Cycle Dates	Dates for Reconciling	Deadlines for Statements due to Purchasing
January	12/11/21-01/10/22	01/18/22	02/01/22
February	01/11/22-02/10/22	02/18/22	03/01/22
March	02/11/22-03/10/22	03/18/22	04/01/22
April	03/11/22-04/10/22	04/18/22	05/02/22
May	04/11/22-05/10/22	05/18/22	06/01/22
June	05/11/22-06/10/22	06/20/22	07/01/22
July	06/11/22-07/10/22	07/18/22	08/01/22
August	07/11/22-08/10/22	08/18/22	09/01/22
September	08/11/22-09/10/22	09/19/22	10/03/22
October	09/11/22-10/10/22	10/18/22	11/01/22
November	10/11/22-11/10/22	11/18/22	12/01/22
December	11/11/22-12/10/22	12/19/22	01/03/23