

# BUSINESS PROCUREMENT CARD(BPC) SCHEDULE 2024

It is the Accountholder's responsibility to ensure all BPC transactions are supported by the appropriate documentation and submitted according to the published processing due dates. Failure to comply with BPC program guidelines may result in suspension or cancellation of BPC privileges.

All pre-paid travel expenses charged on the BPC must be reconciled by the report due date of the statement cycle the charge falls within, regardless of when the travel event occurs.

BPC STATEMENT DATES	MONTH	REPORT DUE DATE	BPC STATEMENT DATES	MONTH	REPORT DUE DATE
12/10/2023-01/10/2024	January	01/16/2024	06/10/2024-07/09/2024	July	07/16/2024
01/11/2024-02/09/2024	February	02/16/2024	07/10/2024-08/09/2024	August	08/16/2024
02/10/2024-03/09/2024	March	03/18/2024	08/10/2024-09/09/2024	September	09/16/2024
03/10/2024-04/09/2024	April	04/16/2024	09/10/2024-10/09/2024	October	10/16/2024
04/10/2024-05/09/2024	May	05/16/2024	10/10/2024-11/09/2024	November	11/18/2024
05/10/2024-06/09/2024	June	06/14/2024	11/10/2024-12/09/2024	December	12/16/2024

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6					1	2	3							1	2		1	2	3	4	5	6					1	2	3	4								1				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29							
														31																												30						
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28							
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31											