

# BUSINESS PROCUREMENT CARD(BPC) SCHEDULE 2022

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
12/10/2021-01/11/2022	January	01/18/2022	06/10/2022-07/11/2022	July	07/18/2022
01/12/2022-02/09/2022	February	02/16/2022	07/12/2022-08/09/2022	August	08/16/2022
02/10/2022-03/09/2022	March	03/16/2022	08/10/2022-09/09/2022	September	09/16/2022
03/10/2022-04/11/2022	April	04/18/2022	09/10/2022-10/11/2022	October	10/18/2022
04/12/2022-05/10/2022	May	05/17/2022	10/12/2022-11/09/2022	November	11/16/2022
05/11/2022-06/09/2022	June	06/15/2022	11/10/2022-12/09/2022	December	12/16/2022

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			1	2	3	4	5			1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
23	24	25	26	27	28	29	27	28					27	28	29	30	31		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30					
30	31																																									
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		1	2	3	4	5	6					1	2	3						1			1	2	3	4	5					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31			
31																			30	31																						