

US Bank Statement Cycle Dates and Reconciliation/Bank Statement Due Dates

The US Bank statement cycle runs from the 16th of one month to the 15th of the following month, unless the 15th falls on a weekend, then the statement end date will be the next business day.

Billing cycle dates and the corresponding reconciliation and bank statement due dates for Fiscal Year 2023 are as follows:

Billing Start Date	Billing End Date	Reconciliation Due Date	Bank Statement Due Date
6/16/2022	7/15/2022	7/21/2022	7/29/2022
7/16/2022	8/15/2022	8/19/2022	8/31/2022
8/16/2022	9/15/2022	9/21/2022	9/30/2022
9/16/2022	10/17/2022	10/21/2022	10/31/2022
10/18/2022	11/15/2022	11/21/2022	11/30/2022
11/16/2022	12/15/2022	12/16/2022	1/31/2023
12/16/2023	1/17/2023	1/20/2023	1/31/2023
1/18/2023	2/15/2023	2/20/2023	2/28/2023
2/16/2023	3/15/2023	3/21/2023	3/31/2023
3/16/2023	4/17/2023	4/21/2023	4/28/2023
4/18/2023	5/15/2023	5/19/2023	5/31/2023
5/16/2023	6/15/2023	6/20/2023	6/30/2023

Any cardholder with charges that are not reconciled by the due date and/or they (or their processor) have not communicated with the Procurement Office regarding any non-reconciled transactions, will be assigned violation points.

Note: During the holiday season and fiscal year end, due dates are subject to change.

Helpful Suggestions:

- Don't wait until the cycle close date to start your reconciliation. Make it a goal to reconcile transactions at least on a weekly basis.
- Set a task or reminder on your calendar (or phone) to reconcile your transactions
- Don't forget, cardholder statements need printed, signed (by both Cardholder and Supervisor) then submitted to Procurement@fairmontstate.edu by the due date.