

# 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.

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BPC STATEMENT DATES	MONTH	REPORT DUE DATE
06/10/2024-07/09/2024	July	
07/10/2024-08/09/2024	August	08/16/2024