

P-Card Reconciliation and Approval Deadline Calendar

2026-2027

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Each Cardholder must reconcile (enter account codes and upload receipts) in BMO Spend Dynamics within 3 business days after reporting cycle closes on the 13th and 27th of each month

All Managers must approve in BMO within 5 business days after the reporting cycle closes date below.

In the event deadlines are not met, infractions will be issued to the cardholder. After three infractions p-cards will go on a vacation and be turned off.

July '26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

KEY

Reporting Cycle Close Date

Cardholder Reconciliation Due Date

Approver Due Date

Reporting Cycle Due Date	Cardholder Reconciliation Due Date	Approval Due Date
July 1 - July 13	7/16/2026	7/20/2026
July 14 - July 27	7/30/2026	8/3/2026
July 28 - August 13	8/18/2026	8/20/2026
August 14 - August 27	9/1/2026	9/3/2026
August 28 - September 13	9/16/2026	9/18/2026
September 14 - September 27	9/30/2026	10/2/2026
September 28 - October 13	10/16/2026	10/20/2026
October 14 - October 27	10/30/2026	11/3/2026
October 28 - November 13	11/18/2026	11/20/2026
November 14 - November 27	12/2/2026	12/4/2026
November 28 - December 13	12/16/2026	12/18/2026
December 14 - December 27	12/30/2026	1/4/2027
December 28 - January 13	1/19/2027	1/21/2027
January 14 - January 27	2/1/2027	2/3/2027
January 28 - February 13	2/18/2027	2/22/2027
February 14 - February 27	3/3/2027	3/5/2027
February 28 - March 13	3/17/2027	3/19/2027
March 14 - March 27	3/31/2027	4/2/2027
March 28 - April 13	4/16/2027	4/20/2027
April 14 - April 27	4/30/2027	5/4/2027
April 28 - May 13	5/18/2027	5/20/2027
May 14 - May 27	6/2/2027	6/4/2027
May 28 - June 13	6/16/2027	6/21/2027
June 14 - June 27	6/30/2027	7/2/2027
TBD		
TBD		