



Government Services

## New DoD Statement Cycle Date

### Important Announcement

**The statement cycle date for all Army, Air Force and DoD Agencies will permanently change to the 19<sup>th</sup> of each month, starting in November 2005.**

The Department of Defense Purchasing Card Program Management Office (DoD PCPMO) has requested that U.S. Bank change all current DoD cycle dates to the 19<sup>th</sup> of the month, starting in November 2005. This permanent change to a common cycle date for all agencies will enable the DoD PCPMO to provide improved reporting and oversight for the purchase card program.

### **HOW THIS IMPACTS YOU**

Please note below your agency's new cycle date (the 19<sup>th</sup> of each month) and statement cycle period. Be sure to review and reconcile your statements according to your normal processes.

#### Army

Statement Cycle Period	Statement Cycle Date
September 24 – October 21	October 21
October 22 – November 18	November 18
November 19 – December 19	December 19
December 20 – January 19	January 19

#### Air Force

Statement Cycle Period	Statement Cycle Date
September 24 – October 25	October 25
October 26 – November 18	November 18
November 19 – December 19	December 19
December 20 – January 19	January 19

#### DoD Agencies

Statement Cycle Period	Statement Cycle Date
September 6 – October 5	October 5
October 6 – November 4	November 4
November 5 – November 18	November 18
November 19 – December 19	December 19
December 20 – January 19	January 19

Due to the cycle change, the DoD Agencies will receive two statements in November – one for the old cycle date (the 5<sup>th</sup>) and one for the new cycle (the 19<sup>th</sup>).

PLEASE NOTE: All attempts should be made to pay the November 4<sup>th</sup> statement as soon as possible after cycle end. DoD PCPMO is aware of an increased potential for delinquencies due to the short cycle. They consider this part of the transition to Cycle 19. However, any delinquencies caused by the cycle change must be resolved by the January and February cycles. As always, the best way to avoid delinquencies and increase rebates is to approve statements and certify invoices immediately after cycle end.

**QUESTIONS?**

If you have any questions about this cycle date change, please use your chain of command.