



CITIBANK PROCUREMENT CARD
FY 2016
CYCLE CUT OFF SCHEDULE

Billing Cycle FY 16	Transaction Activity/Statement		GCMS Online Due Date	Expense Report Due Date	FAMIS Pull Date	FAMIS POST DATE
	<u>From Date</u>	<u>To Date</u>				
Sept. 2015						
Oct. 2015	9/1/2015	10/2/2015	10/15/2015	10/20/2015	10/29/2015	10/30/2015
Nov. 2015	10/3/2015	11/3/2015	11/13/2015*	11/20/2015*	11/24/2015	11/25/2015
Dec. 2015	11/4/2015	12/3/2015	12/10/2015*	12/15/2015*	01/04/2016	01/05/2016
Jan. 2016	12/4/2015	1/1/2016	1/15/2016	1/20/2016	01/28/2016	01/29/2016
Feb. 2016	1/2/2016	2/3/2016	2/12/2016	2/19/2016	02/25/2016	02/26/2016
Mar. 2016	2/4/2016	3/3/2016	3/15/2016	3/18/2016	03/30/2016	03/31/2016
Apr. 2016	3/4/2016	4/1/2016	4/15/2016	4/20/2016	04/28/2016	04/29/2016
May. 2016	4/2/2016	5/3/2016	5/13/2016	5/20/2016	05/30/2016	05/31/2016
June. 2016	5/4/2016	6/3/2016	6/15/2016	6/20/2016	06/29/2016	06/30/2016
July. 2016	6/4/2016	7/1/2016	7/15/2016	7/20/2016	07/28/2016	07/29/2016
Aug. 2016	7/2/2016	8/3/2016	8/15/2016	8/19/2016	**TBD	**TBD
Aug-14 Year End	8/4/2016	8/31/2016	**TBD	**TBD	**TBD	**TBD

Cycles cut off on the 3rd unless it falls on the weekend, then the cycle will cut off on the previous business day.

*Holiday schedule