

**STATE OF IOWA PURCHASING CARD PROGRAM**  
**2025 PCARD BILLING/RECONCILIATION CALENDAR**

For greater process efficiency, state agencies are strongly encouraged to take advantage of the PCard interface and automated payment process.

Below is the calendar of monthly PCard payment processing dates and deadlines. (Payment terms are Net 30, and accounts must be paid in full.)

There is a 15-day “allocation window” between the billing cycle close date, and the date transaction data is extracted from U.S. Bank to generate Payment Request Commodity (PRC) documents in Iowa Advantage.

**This Means ...** To ensure accurate PRCs, transactions and accounting strings must be verified or reallocated in Access Online by the allocation deadline. (If the allocation deadline falls on a Saturday or Sunday, allocations should be completed on Friday; PRCs will be available Monday or next business day if Monday is a holiday.)

Depending on an agency’s internal processes, cardholder deadlines within the 15-day allocation window may vary to allow time for corrections or adjustments. All documentation and allocations need to be pre-audited and approved by an agency’s Accounts Payable or Finance Department *before* data extraction. If this deadline is not met, PRCs will need to be manually corrected or created in Iowa Advantage. (See 6-step Interface Process overview or contact the PCard team.)

<b>MONTH (2025)</b>	<b>Billing Cycle End Date</b>	<b>Statement Date</b>	<b>Allocation Deadline</b>	<b>PRCs in IA Adv</b>
JAN	MON 1/20	TUE 1/21	TUE 2/4	WED 2/5
FEB	THURS 2/20	FRI 2/21	FRI 3/7	MON 3/10
MARCH	THURS 3/20	FRI 3/21	FRI 4/4	MON 4/7
APRIL	MON 4/21	TUE 4/22	TUE 5/6	WED 5/7
MAY	TUE 5/20	WED 5/21	WED 6/4	THURS 6/5
JUNE	FRI 6/20	MON 6/23	THUR 7/3	MON 7/7
JULY	MON 7/21	TUE 7/22	WED 8/6	THURS 8/7
AUGUST	WED 8/20	THURS 8/21	THUR 9/4	FRI 9/5
SEPTEMBER	MON 9/22	TUE 9/23	TUE 10/7	WED 10/8
OCTOBER	MON 10/20	TUE 10/21	TUE 11/4	WED 11/5
NOVEMBER	THURS 11/20	FRI 11/21	FRI 12/5	MON 12/8
DECEMBER	MON 12/22	TUE 12/23	TUE 1/6/2026	WED 1/7/2026



State of Iowa PCard Team  
 Email: [pcard@iowa.gov](mailto:pcard@iowa.gov)

James Harris 515-745-2526  
 Heather Johnson 515-321-5284