Department of Administrative Services

State of Iowa Purchasing Card Program

2027 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.)

MONTH 2027	BILLING CYCLE END DATE	STATEMENT DATE	ALLOCATION DEADLINE	PRC's IN IOWA ADVANTAGE
DECEMBER	MON 12/21/26	TUES 12/22/26	TUES 1/5/27	WED 1/6/27
JAN	WED 1/20	THURS 1/21	THURS 2/4	FRIDAY 2/5
FEB	MON 2/22	TUES 2/23	TUES 3/9	WED 3/10
MARCH	MON 3/22	TUES 3/23	TUES 4/6	WED 4/7
APRIL	TUES 4/20	WED 4/21	WED 5/5	THURS 5/6
MAY	THURS 5/20	FRIDAY 5/21	FRIDAY 6/4	MON 6/7
JUNE	MON 6/21	TUES 6/22	TUES 7/6	WED 7/7
JULY	TUES 7/20	WED 7/21	WED 8/4	THURS 8/5
AUGUST	FRIDAY 8/20	MON 8/23	FRIDAY 9/3	TUES 9/7
SEPTEMBER	MON 9/20	TUES 9/21	TUES 10/5	WED 10/6
OCTOBER	WED 10/20	THURS 10/21	THURS 11/4	FRIDAY 11/5
NOVEMBER	MON 11/22	TUES 11/23	TUES 12/7	WED 12/8
DECEMBER	MON 12/20	TUES 12/21	TUES 1/4/28	WED 1/5/28

State of Iowa PCard Team
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