

**Bank of America**  
**2018 Settlement Schedule**  
**Cycle Date = 27<sup>th</sup> Calendar Day**

<b>Billing Date Range</b>				
<b>Month</b>	<b>Cycle Start Date</b>	<b>Cycle End Date</b>	<b>Review Due Date (1)</b>	<b>Transaction Log Due Date (2)</b>
January	12/28/2017	1/27/2018	1/31/2018	2/7/2018
February	1/28/2018	2/27/2018	3/2/2018	3/9/2018
March	2/28/2018	3/27/2018	3/30/2018	4/6/2018
April	3/28/2018	4/27/2018	5/2/2018	5/9/2018
May	4/28/2018	5/27/2018	5/31/2018	6/7/2018
June	5/28/2018	6/27/2018	6/29/2018 (3)	6/29/2018 (3)
July	6/28/2018	7/27/2018	8/1/2018	8/8/2018
August	7/28/2018	8/27/2018	8/30/2018	9/6/2018
September	8/28/2018	9/27/2018	10/2/2018	10/9/2018
October	9/28/2018	10/27/2018	10/31/2018	11/7/2018
November	10/28/2018	11/27/2018	11/30/2018	12/7/2018
December	11/28/2018	12/27/2018	1/2/2019	1/9/2019

- (1) Review Due Date = three business days after cycle end date. Cardholders need to review, reconcile their transactions, and print the statement by this date.
- (2) Transaction Log Due Date = five business days after Review Due Date. Cardholders need to submit all documentation to the Accounts Payable Director by this date.
- (3) Due date exception for both columns because of fiscal year-end/auditors.

Note: If the 27<sup>th</sup> of the month falls on a weekend, the cycle will end on the Friday before, which would be reflected in the Works website, and may result in your BOA Statement of Account run date changing. BOA does not post any transactions on Saturdays or Sundays.