

**Bank of America**  
**2019 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	12/28/2018	1/27/2019	1/30/2019	2/6/2019
February	1/28/2019	2/27/2019	3/4/2019	3/11/2019
March	2/28/2019	3/27/2019	4/1/2019	4/8/2019
April	3/28/2019	4/27/2019	5/1/2019	5/8/2019
May	4/28/2019	5/27/2019	5/30/2019	6/6/2019
June	5/28/2019	6/27/2019	6/28/2019 (3)	6/28/2019 (3)
July	6/28/2019	7/27/2019	7/31/2019	8/7/2019
August	7/28/2019	8/27/2019	8/30/2019	9/6/2019
September	8/28/2019	9/27/2019	10/2/2019	10/9/2019
October	9/28/2019	10/27/2019	10/30/2019	11/6/2019
November	10/28/2019	11/27/2019	12/2/2019	12/9/2019
December	11/28/2019	12/27/2019	1/3/2020	1/10/2020

- (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.