Our cycle date is the 23rd of each month!

Cycle Date ⟷ through ⟷ **15 Days After Cycle Date**

Cardholder is able to "approve transactions and statement"
Billing/Managing Official is able to "act on behalf of the cardholder" to approve transactions & statement

16th Day After the Cycle Date

Cardholder is Locked Out of the C.A.R.E. system to "approve" transactions and statement

Billing/Managing Official is able to go in to C.A.R.E. under his own ID and Password and approve the cardholder's transactions and statement. At this point, the Billing/Managing Official would not be "acting on behalf of the cardholder". The Billing/Managing Official would go in to "Cardholder Accounts", and then "Transactions" to approve transactions.