

To: Principals/Directors
From: Susan Farmer, Executive Director of Business Services
Date: May 31, 2019
Subject: **Establishment of Accounts Payables Payment Dates**

In order to facilitate workflow, eliminate problems/exceptions, and to help with vendor/travel payments, we are establishing the following timeline guidelines. All invoices, travel vouchers, etc. must be in finance office by 4:00 p.m. on the due date (**In the mail does not count**).

As always, we know emergencies arise. Invoices rec'd after the deadline will not be paid until the next scheduled run.

Any emergency situations must be approved by Sue Farmer/Chris Lacabra (or Mark Durham in their absence).

<u>Due Date</u>	<u>Payment Date</u>
July 2, 2019 (Special Run for FINAL EOY 18-19)	July 10, 2019
July 3, 2019	July 11, 2019
July 18, 2019	July 25, 2019
August 1, 2019	August 8, 2019
August 15, 2019	August 22, 2019
September 5, 2019	September 12, 2019
September 19, 2019	September 26, 2019
October 3, 2019	October 10, 2019
October 17, 2019	October 24, 2019
November 7, 2019	November 14, 2019
November 14, 2019	November 21, 2019
December 5, 2019	December 12, 2019
December 12, 2019	December 19, 2019
January 2, 2020	January 9, 2020
January 16, 2020	January 23, 2020
February 6, 2020	February 13, 2020
February 20, 2020	February 27, 2020
March 5, 2020	March 12, 2020
March 19, 2020	March 26, 2020
April 2, 2020	April 9, 2020
April 16, 2020	April 23, 2020
May 7, 2020	May 14, 2020
May 21, 2020	May 28, 2020
June 4, 2020	June 11, 2020
June 18, 2020	June 25, 2020

Dates may be subject to change

Hopefully this schedule will help you in dealing with vendor and travel payments.