

To: Principals/Directors
 From: Chris Lacambra, Executive Director of Business Services
 Date: July 1, 2020
 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. Pls note that A/P runs now align with payroll dates. **Any emergency situations must be approved by Chris Lacambra (or Mark Durham in his absence).**

<u>Due Date (Received in-house by...)</u>	<u>Payment Date</u>
July 2, 2020 (Special Run for FINAL EOY 19-20)	July 9, 2020
July 8, 2020	July 15, 2020
July 23, 2020	July 30, 2020
August 7, 2020	August 14, 2020
August 24, 2020	August 31, 2020
September 8, 2020	September 15, 2020
September 23, 2020	September 30, 2020
October 8, 2020	October 15, 2020
October 23, 2020	October 30, 2020
November 6, 2020	November 13, 2020
November 23, 2020	November 30, 2020
December 8, 2020	December 15, 2020
December 11, 2020	December 18, 2020
January 8, 2021	January 15, 2021
January 22, 2021	January 29, 2021
February 5, 2021	February 12, 2021
February 19, 2021	February 26, 2021
March 5, 2021	March 12, 2021
March 24, 2021	March 31, 2021
April 8, 2021	April 15, 2021
April 22, 2021	April 29, 2021
May 7, 2021	May 14, 2021
May 21, 2021	May 28, 2021
June 8, 2021	June 15, 2021
June 23, 2021	June 30, 2021
July 2, 2021 (Special Run for FINAL EOY 20-21)	July 9, 2021

Dates may be subject to change