

To: Principals/Directors
 From: Chris Lacambra, Executive Director of Business Services
 Date: June 1, 2021
 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 1, 2021 (Special Run for FINAL EOY 20-21)	July 8, 2021	
July 8, 2021	July 15, 2021	(First run of 21-22)
July 23, 2021	July 30, 2021	
August 6, 2021	August 13, 2021	
August 24, 2021	August 31, 2021	
September 8, 2021	September 15, 2021	
September 23, 2021	September 30, 2021	
October 8, 2021	October 15, 2021	
October 22, 2021	October 29, 2021	
November 8, 2021	November 15, 2021	
November 23, 2021	November 30, 2021	
December 8, 2021	December 15, 2021	
December 10, 2021	December 17, 2021	
January 7, 2022	January 14, 2022	
January 24, 2022	January 31, 2022	
February 8, 2022	February 15, 2022	
February 21, 2022	February 28, 2022	
March 7, 2022	March 11, 2022	PayDay is March 9th.
March 24, 2022	March 31, 2022	
April 8, 2022	April 15, 2022	
April 22, 2022	April 29, 2022	
May 6, 2022	May 13, 2022	
May 24, 2022	May 31, 2022	
June 8, 2022	June 15, 2022	
June 23, 2022	June 30, 2022	
July 5, 2022 (Special Run for FINAL EOY 21-22)	July 11, 2022	

*Dates may be subject to change