

To: Principals/Directors/Secretaries/Bookkeepers
 From: Ellen Harper, Director of Business Services
 Date: May 1, 2025
 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 Ellen Harper (or Mark Durham in her absence).**

<u>Due Date (Received in-house by...)</u>	<u>Payment Date*</u>	
July 10, 2025 (Special Run for FINAL EOY 24-25)	July 17, 2025	(Pls note; this is diff than year's past)
July 24, 2025	July 31, 2025	(First run of 25-26)
August 8, 2025	August 15, 2025	
August 22, 2025	August 29, 2025	
September 8, 2025	September 15, 2025	
September 23, 2025	September 30, 2025	
October 8, 2025	October 15, 2025	
October 24, 2025	October 31, 2025	
November 7, 2025	November 14, 2025	
November 14, 2025	November 21, 2025	
December 8, 2025	December 15, 2025	
December 12, 2025	December 19, 2025	
January 8, 2026	January 15, 2026	
January 23, 2026	January 30, 2026	
February 6, 2026	February 13, 2026	
February 20, 2026	February 27, 2026	
March 6, 2026	March 13, 2026	
March 24, 2026	March 31, 2026	
April 8, 2026	April 15, 2026	
April 23, 2026	April 30, 2026	
May 8, 2026	May 15, 2026	
May 22, 2026	May 29, 2026	
June 8, 2026	June 15, 2026	
June 23, 2026	June 30, 2026	
July 6, 2026 (Special Run for FINAL EOY 25-26)	July 9, 2026	

*Dates may be subject to change