

To: Principals/Directors/Secretaries/Bookkeepers
 From: Ellen Harper, Executive Director of Business Services
 Date: July 1, 2022
 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 5, 2022 (Special Run for FINAL EOY 20-21)	July 12, 2022	
July 7, 2022	July 14, 2022	(First run of 22-23)
July 22, 2022	July 29, 2022	
August 8, 2022	August 15, 2022	
August 24, 2022	August 31, 2022	
September 8, 2022	September 15, 2022	
September 23, 2022	September 30, 2022	
October 7, 2022	October 14, 2022	
October 24, 2022	October 31, 2022	
November 8, 2022	November 15, 2022	
November 23, 2022	November 30, 2022	
December 8, 2022	December 15, 2022	
December 16, 2022	December 23, 2022	
January 6, 2023	January 13, 2023	
January 24, 2023	January 31, 2023	
February 8, 2023	February 15, 2023	
February 21, 2023	February 28, 2023	
March 8, 2023	March 15, 2023	
March 22, 2023	March 31, 2023	
April 7, 2023	April 14, 2023	
April 21, 2023	April 28, 2023	
May 8, 2023	May 15, 2023	
May 24, 2023	May 31, 2023	
June 8, 2023	June 15, 2023	
June 22, 2023	June 29, 2023	
July 5, 2023 (Special Run for FINAL EOY 22-23)	July 11, 2023	

*Dates may be subject to change