

To: Principals/Directors/Secretaries/Bookkeepers
 From: Ellen Harper, Director of Business Services
 Date: June 19, 2024
 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 3, 2024 (Special Run for FINAL EOY 23-24)	July 10, 2024
July 8, 2024	July 15, 2024
July 24, 2024	July 31, 2024
August 8, 2024	August 15, 2024
August 23, 2024	August 30, 2024
September 6, 2024	September 13, 2024
September 23, 2024	September 30, 2024
October 8, 2024	October 15, 2024
October 24, 2024	October 31, 2024
November 8, 2024	November 15, 2024
November 20, 2024	November 27, 2024
December 6, 2024	December 13, 2024
December 13, 2024	December 20, 2024
January 8, 2025	January 15, 2025
January 24, 2025	January 31, 2025
February 7, 2025	February 14, 2025
February 21, 2025	February 28, 2025
March 7, 2025	March 14, 2025
March 24, 2025	March 31, 2025
April 8, 2025	April 15, 2025
April 23, 2025	April 30, 2025
May 8, 2025	May 15, 2025
May 23, 2025	May 30, 2025
June 6, 2025	June 13, 2025
June 23, 2025	June 30, 2025
July 2, 2025 (Special Run for FINAL EOY 24-25)	July 10, 2025

(First run of 24-25)

*Dates may be subject to change

Ellen Harper
 6/24/24