

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2017-2018

URGENT: Follow this schedule. There will be **NO MANUAL CHECKS!!**
 Any invoices received after due date will be processed for the following run.
NO EXCEPTIONS!!!

	DUE DATE BY 3:00PM	PRINT CHECKS	DISTRIBUTE CHECKS AFTER 2:30PM	
	October 02, 2017	October 05, 2017	October 6, 2017	
	October 16, 2017	October 19, 2017	October 20, 2017	
	October 30, 2017	November 02, 2017	November 03, 2017	
	November 13, 2017	November 16, 2017	November 17, 2017	
	November 27, 2017	November 30, 2017	December 01, 2017	
	December 11, 2017	December 14, 2017	December 15, 2017	
*	December 21, 2017	December 28, 2017	December 29, 2017	
	January 08, 2018	January 11, 2018	January 12, 2018	
	January 22, 2018	January 25, 2018	January 26, 2018	
	February 05, 2018	February 08, 2018	February 09, 2018	
**	February 16, 2018	February 22, 2018	February 23, 2018	
	March 05, 2018	March 08, 2018	March 09, 2018	
	March 19, 2018	March 22, 2018	March 23, 2018	
	April 02, 2018	April 05, 2018	April 06, 2018	
	April 16, 2018	April 19, 2018	April 20, 2018	
	April 30, 2018	May 03, 2018	May 04, 2018	
	May 14, 2018	May 17, 2018	May 18, 2018	
**	May 25, 2018	May 31, 2018	June 01, 2018	
	June 11, 2018	June 14, 2018	June 15, 2018	
	June 25, 2018	June 28, 2018	June 29, 2018	
	July 09, 2018	July 12, 2018	July 13, 2018	
	July 23, 2018	July 26, 2018	July 27, 2018	
	August 06, 2018	August 09, 2018	August 10, 2018	
	August 20, 2018	August 23, 2018	August 24, 2018	
**	August 31, 2018	September 06, 2018	September 07, 2018	
	September 17, 2018	September 20, 2018	September 21, 2018	

All invoices are due on Monday by 3:00pm except on Holidays

* means invoices are due on Thursday at 3:00pm due to a Holiday on Monday & Tuesday.

** means invoices are due on Friday at 3:00pm due to a Holiday Monday.

Note: All finance & late charges will be accessed to your department.

Any Invoice \$10,000.00 and over needs to be routed to City Manager's office for approval.

All Vendor's checks will be mailed. **NO EXCEPTIONS!!!**