

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2015-2016

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 05, 2015	October 08, 2015	October 9, 2015
	October 19, 2015	October 22, 2015	October 23, 2015
	November 02, 2015	November 05, 2015	November 06, 2015
	November 16, 2015	November 19, 2015	November 20, 2015
	November 30, 2015	December 03, 2015	December 04, 2015
	December 14, 2015	December 17, 2015	December 18, 2015
*	December 23, 2015	December 30, 2015	December 31, 2015
	January 11, 2016	January 14, 2016	January 15, 2016
	January 25, 2016	January 28, 2016	January 29, 2016
	February 08, 2016	February 11, 2016	February 12, 2016
	February 22, 2016	February 25, 2016	February 26, 2016
	March 07, 2016	March 10, 2016	March 11, 2016
*	March 18, 2016	March 23, 2016	March 24, 2016
	April 04, 2016	April 07, 2016	April 08, 2016
	April 18, 2016	April 21, 2016	April 22, 2016
	May 02, 2016	May 05, 2016	May 06, 2016
	May 16, 2016	May 19, 2016	May 20, 2016
**	May 27, 2016	June 02, 2016	June 03, 2016
	June 13, 2016	June 16, 2016	June 17, 2016
	June 27, 2016	June 30, 2016	July 01, 2016
	July 11, 2016	July 14, 2016	July 15, 2016
	July 25, 2016	July 28, 2016	July 29, 2016
	August 08, 2016	August 11, 2016	August 12, 2016
	August 22, 2016	August 25, 2016	August 26, 2016
**	September 02, 2016	September 08, 2016	September 09, 2016
	September 19, 2016	September 22, 2016	September 23, 2016

All invoices are due on Monday by 3:00pm.

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

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

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!!!