

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2018-2019

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 1, 2018		October 4, 2018	October 5, 2018
October 15, 2018		October 18, 2018	October 19, 2018
October 29, 2018		November 1, 2018	November 03, 2017
November 12, 2018		November 15, 2018	November 16, 2018
November 26, 2018		November 29, 2018	November 30, 2018
December 10, 2018		December 13, 2018	December 14, 2018
* December 20, 2018		December 27, 2018	December 28, 2018
January 7, 2019		January 10, 2019	January 11, 2019
January 21, 2019		January 24, 2019	January 25, 2019
February 4, 2019		February 7, 2019	February 8, 2019
** February 15, 2019		February 21, 2019	February 22, 2019
March 4, 2019		March 7, 2019	March 8, 2019
March 18, 2019		March 21, 2019	March 22, 2019
April 1, 2019		April 4, 2019	April 5, 2019
April 15, 2019		April 18, 2019	April 18, 2019
April 29, 2018		May 2, 2019	May 3, 2019
May 13, 2019		May 16, 2019	May 17, 2019
** May 24, 2019		May 30, 2019	May 31, 2019
June 10, 2019		June 13, 2019	June 14, 2019
June 24, 2019		June 27, 2019	June 28, 2019
July 8, 2019		July 11, 2019	July 12, 2019
July 22, 2019		July 25, 2019	July 26, 2019
August 5, 2019		August 8, 2019	August 9, 2019
August 19, 2019		August 22, 2019	August 23, 2019
** August 30, 2019		September 5, 2019	September 6, 2019
September 16, 2019		September 19, 2019	September 20, 2019
September 30, 2019		October 3, 2019	October 4, 2019

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

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

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

Notes:

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!!!