

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2022-2023

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 2:00PM	PRINT CHECKS	DISTRIBUTE CHECKS AFTER 3:00PM
	October 11, 2022	October 13, 2022	October 13, 2022
	October 25, 2022	October 27, 2022	October 27, 2022
*	November 7, 2022	November 9, 2022	November 10, 2022
**	November 18, 2022	November 22, 2022	November 22, 2022
	December 6, 2022	December 8, 2022	December 8, 2022
*	December 19, 2022	December 21, 2022	December 21, 2022
	January 3, 2023	January 5, 2023	January 5, 2023
	January 17, 2023	January 19, 2023	January 19, 2023
	January 31, 2023	February 2, 2023	February 2, 2023
	February 14, 2023	February 16, 2023	February 16, 2023
	February 28, 2023	March 2, 2023	March 2, 2023
	March 14, 2023	March 16, 2023	March 16, 2023
	March 28, 2023	March 30, 2023	March 30, 2023
	April 11, 2023	April 13, 2023	April 13, 2023
	April 25, 2023	April 27, 2023	April 27, 2023
	May 9, 2023	May 11, 2023	May 11, 2023
	May 23, 2023	May 25, 2023	May 25, 2023
	June 6, 2023	June 8, 2023	June 8, 2023
	June 20, 2023	June 22, 2023	June 22, 2023
***	July 3, 2023	July 6, 2023	July 6, 2023
	July 18, 2023	July 20, 2023	July 20, 2023
	August 1, 2023	August 3, 2023	August 3, 2023
	August 15, 2023	August 17, 2023	August 17, 2023
	August 29, 2023	August 31, 2023	August 31, 2023
	September 12, 2023	September 14, 2023	September 14, 2023
	September 26, 2023	September 28, 2023	September 28, 2023

All invoices are due on Tuesday by 2:00pm except on Holidays

* Invoices are due on Monday at 2:00pm due to a Holiday on Friday.

** Invoices are due on Friday at 2:00pm due to Holidays the following week.

*** Invoices are due on Monday at 2:00pm due to a Holiday on Tuesday.

Notes:

All finance and late charges will be accessed to your department.

All vendor checks will be mailed. NO EXCEPTIONS!!!

Please make sure all TRAVEL is submitted and approved on CONCUR ahead of due date.