

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2023-2024

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 10, 2023	October 12, 2023	October 12, 2023	
	October 24, 2023	October 26, 2023	October 26, 2023	
*	November 6, 2023	November 8, 2023	November 8, 2023	
**	November 17, 2023	November 21, 2023	November 21, 2023	
	December 5, 2023	December 7, 2023	December 7, 2023	
	December 18, 2023	December 21, 2023	December 21, 2023	
	January 2, 2024	January 4, 2024	January 4, 2024	
	January 16, 2024	January 18, 2024	January 18, 2024	
	January 30, 2024	February 1, 2024	February 1, 2024	
	February 13, 2024	February 15, 2024	February 15, 2024	
	February 27, 2024	February 29, 2024	February 24, 2024	
	March 12, 2024	March 14, 2024	March 14, 2024	
	March 26, 2024	March 28, 2024	March 28, 2024	
	April 9, 2024	April 11, 2024	April 11, 2024	
	April 23, 2024	April 25, 2024	April 25, 2024	
	May 7, 2024	May 9, 2024	May 9, 2024	
	May 21, 2024	May 23, 2024	May 23, 2024	
	June 4, 2024	June 6, 2024	June 6, 2024	
	June 18, 2024	June 20, 2024	June 20, 2024	
***	July 1, 2024	July 3, 2024	July 3, 2024	
	July 16, 2024	July 18, 2024	July 18, 2024	
	July 30, 2024	August 1, 2024	August 1, 2024	
	August 13, 2024	August 15, 2024	August 15, 2024	
	August 27, 2024	August 29, 2024	August 29, 2024	
	September 10, 2024	September 12, 2024	September 12, 2024	
	September 24, 2024	September 26, 2024	September 26, 2024	

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 Thursday.

Notes:

All finance and late charges will be assessed 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.