

# ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2024-2025

**URGENT: Follow this schedule.**

Any invoices received after due date will be processed for the following run.

**There will be NO MANUAL CHECKS!**

	<b>DUE DATE BY 2:00PM</b>	<b>PRINT CHECKS</b>	<b>DISTRIBUTE CHECKS AFTER 3:00PM</b>	
	October 8, 2024	October 10, 2024	October 10, 2024	
	October 22, 2024	October 24, 2024	October 24, 2024	
	November 5, 2024	November 7, 2024	November 7, 2024	
	November 19, 2024	November 21, 2024	November 21, 2024	
	December 3, 2024	December 5, 2024	December 5, 2024	
	December 17, 2024	December 19, 2024	December 19, 2024	
**	December 30, 2024	January 2, 2025	January 2, 2025	
	January 14, 2025	January 16, 2025	January 16, 2025	
	January 28, 2025	January 30, 2025	January 30, 2025	
	February 11, 2025	February 13, 2025	February 13, 2025	
	February 25, 2025	February 27, 2025	February 27, 2025	
	March 11, 2025	March 13, 2025	March 13, 2025	
	March 25, 2025	March 27, 2025	March 27, 2025	
	April 8, 2025	April 10, 2025	April 10, 2025	
	April 22, 2025	April 24, 2025	April 24, 2025	
	May 6, 2025	May 8, 2025	May 8, 2025	
	May 20, 2025	May 22, 2025	May 22, 2025	
	June 3, 2025	June 5, 2025	June 5, 2025	
	June 17, 2025	June 19, 2025	June 19, 2025	
*	July 1, 2025	July 3, 2025	July 3, 2025	
	July 15, 2025	July 17, 2025	July 17, 2025	
	July 29, 2025	July 31, 2025	July 31, 2025	
	August 12, 2025	August 14, 2025	August 14, 2025	
	August 26, 2025	August 28, 2025	August 28, 2025	
	September 9, 2025	September 11, 2025	September 11, 2025	
	September 23, 2025	September 25, 2025	September 25, 2025	

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

\* Invoices are due on Monday at 2:00pm due to a Holiday during the week.

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

**Notes:**

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

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

Please make sure all **TRAVELS** are submitted and approved **2 weeks before** travel is being taken.

**Contacts:**

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