

ACCOUNTS PAYABLE VENDOR PAYMENT SCHEDULE FY 2019-2020

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!!!

Notes:

- *All invoices are due on *Tuesday* before noon.
- *All finance & fee charges will be accessed to your department.
- *Any invoices \$10,000 and over needs to be routed to City Manager's office for approval.
- *Checks will not be released until after 2pm on print day.

DUE DATE	PRINT CHECKS
September 30, 2019	October 3, 2019
October 15, 2019	October 17, 2019
October 29, 2019	October 31, 2019
November 12, 2019	November 14, 2019
November 26, 2019	November 28, 2019
December 10, 2019	December 12, 2019
December 23, 2019	December 26, 2019
January 7, 2020	January 9, 2020
January 21, 2020	January 23, 2020
February 4, 2020	February 6, 2020
February 18, 2020	February 20, 2020
March 3, 2020	March 5, 2020
March 17, 2020	March 19, 2020
March 31, 2020	April 2, 2020
April 14, 2020	April 16, 2020
April 28, 2020	April 30, 2020
May 12, 2020	May 14, 2020
May 26, 2020	May 28, 2020
June 9, 2020	June 11, 2020
June 23, 2020	June 25, 2020
July 7, 2020	July 9, 2020
July 21, 2020	July 23, 2020
August 4, 2020	August 6, 2020
August 18, 2020	August 20, 2020
August 31, 2020	September 3, 2020
September 15, 2020	September 17, 2020
September 29, 2020	October 1, 2020