

INVOICE PAYMENT SCHEDULE

JANUARY 2012 - JUNE 2012

DEADLINE DATE

Invoices* submitted for payment
Must be received IN THE
ACCOUNTING OFFICE BY THE
MAIL RUN OF THE DUE DATE

<u>Board Meeting Date</u> (payment Approval)	<u>Payment Date</u> (payment mailed)
DECEMBER 22, 2011	JANUARY 05, 2012
JANUARY 05, 2012	JANUARY 19, 2012
JANUARY 19, 2012	FEBRUARY 02, 2012
FEBRUARY 02, 2012	FEBRUARY 16, 2012
FEBRUARY 16 2012	MARCH 01, 2012
MARCH 01, 2012	MARCH 15, 2012
MARCH 22, 2012	APRIL 05, 2012
APRIL 05, 2012	APRIL 19, 2012
APRIL 19, 2012	MAY 03, 2012
MAY 03, 2012	MAY 17, 2012
MAY 24, 2012	JUNE 07, 2012
JUNE 25, 2012 (by 11:00am)	JUNE 29, 2012

Attention employees: All payments must be approved by the Board of Education. Please do not request payment of an invoice at any time other than on the approved dates as shown above. **WHEN PLANNING A FUND RAISER OR CONTRACTED SERVICES, PLEASE INFORM YOUR VENDOR OF THE PAYMENT SCHEDULE AND PLAN AHEAD TO INSURE YOUR PURCHASE REQUEST AND INVOICE ARE IN THE ACCOUNTING OFFICE, AT CENTRAL OFFICE, PRIOR TO THE DEADLINE. ANY PAYMENT REQUEST RECEIVED AFTER THE DEADLINE DATE **WILL BE PAID AT THE NEXT BOARD MEETING.**** Also remember that Board meeting dates are subject to change.

*Invoice includes student loans, Pell grants, SEOG, student refunds, lunch refunds, travel and any other form of reimbursement requests.