

ACCOUNTS PAYABLE CUT-OFF DATES

2019 - 2020

Purchase order AND Invoice MUST BE RECEIVED in the Accounts Payable office by **12:00 pm** of the cut-off date in order for a warrant to be issued on the Board date.

	Date	Cut-Off Date General Fund	LMS & CHS ONLY Cut-Off Date ASB
AP Date	Sep 9 Mon	Aug 28 Wed	Aug 29 Thu
Board Date	Sep 23 Mon	Sep 11 Wed	Sep 12 Thu
AP Date	Oct 14 Mon	Oct 2 Wed	Oct 3 Thu
Board Date	Oct 28 Mon	Oct 16 Wed	Oct 17 Thu
AP Date	Nov 12 Tue	Oct 30 Wed	Oct 31 Thu
Board Date	Nov 25 Mon	Nov 13 Wed	Nov 14 Thu
Board Date *	Dec 16 Mon	Dec 4 Wed	Dec 5 Thu
AP Date	Jan 13 Mon	Dec 18 Wed	Dec 19 Thu
Board Date	Jan 27 Mon	Jan 15 Wed	Jan 16 Thu
AP Date	Feb 10 Mon	Jan 29 Wed	Jan 30 Thu
Board Date	Feb 24 Mon	Feb 11 Tue	Feb 12 Wed
AP Date	Mar 9 Mon	Feb 26 Wed	Feb 27 Thu
Board Date	Mar 23 Mon	Mar 11 Wed	Mar 12 Thu
Board Date *	Apr 20 Mon	Apr 8 Wed	Apr 9 Thu
AP Date	May 4 Mon	Apr 22 Wed	Apr 23 Thu
Board Date *	May 18 Mon	May 6 Wed	May 7 Thu
AP Date	Jun 8 Mon	May 27 Wed	May 28 Thu
Board Date	Jun 22 Mon	Jun 10 Wed	Jun 11 Thu
AP Date	Jul 13 Mon	Jul 1 Wed	Jul 2 Thu
Board Date	Jul 27 Mon	Jul 15 Wed	Jul 16 Thu
AP Date	Aug 10 Mon	Jul 29 Wed	Jul 30 Thu
Board Date	Aug 24 Mon	Aug 12 Wed	Aug 13 Thu

* These meeting dates do not fall on the 4th Monday of the month.

Be sure your Imprest Fund is replenished MONTHLY.

Warrants will be released the day following the Board meeting.

You will be notified if there is a change in a Board date.