

Town of Suffield - Finance Department

Date: July 1, 2019
To: All Boards, Commissions and Department Heads
From: Debbie Cerrato
RE: 2019/20 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2019/20.

Invoices should be submitted by noon on the Tuesday of the week that checks are issued.

There are exceptions when there is a holiday during that week. **All special check requests must be approved by Debbie Cerrato.**

The schedule is as follows:

<u>Cut Off</u>	<u>Check Date</u>
7/9/19	7/11/19
7/23/19	7/25/19
8/6/19	8/8/19
8/20/19	8/22/19
9/3/19	9/5/19
9/17/19	9/19/19
10/1/19	10/3/19
10/15/19	10/17/19
10/29/19	10/31/19
11/12/19	11/14/19
11/25/19 (Monday)	11/27/19 (Wednesday)
12/10/19	12/12/19
12/20/19 (Friday)	12/26/19
1/7/20	1/9/20
1/21/20	1/23/20
2/4/20	2/6/20
2/18/20	2/20/20
3/3/20	3/5/20
3/17/20	3/19/20
3/31/20	4/2/20
4/14/20	4/16/20
4/28/20	4/30/20
5/12/20	5/14/20
5/26/20	5/28/20
6/9/20	6/11/20
6/23/20	6/25/20
7/7/20	7/9/20
7/21/20	7/23/20 FINAL