

## Town of Suffield - Finance Department

**Date:** July 9, 2021  
**To:** All Boards, Commissions and Department Heads  
**From:** Debbie Cerrato  
**RE:** 2021/22 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2021/22.

Invoices should be received by the finance department by noon on the Tuesday of the week that checks are issued (exceptions are listed below).

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>
7/6/2021	7/8/21
7/20/21	7/22/21
8/3/21	8/5/21
8/17/21	8/19/21
8/31/21	9/2/21
9/14/21	9/16/21
9/28/21	9/30/21
10/12/21	10/14/21
10/26/21	10/28/21
11/5/21 (Friday)	11/10/21
11/19/21 (Friday)	11/24/21 (Wednesday)
12/7/21	12/9/21
12/17/21 (Friday)	12/22/21 (Wednesday)
1/4/22	1/6/22
1/18/22	1/20/22
2/1/22	2/3/22
2/15/22	2/17/22
3/1/22	3/3/22
3/15/22	3/17/22
3/29/22	3/31/22
4/12/22	4/14/22
4/26/22	4/28/22
5/10/22	5/12/22
5/24/22	5/26/22
6/7/22	6/9/22
6/21/22	6/23/22
7/5/22	7/7/22
7/19/22	7/21/22