

WARNING

**DEADLINES ARE MUCH
CLOSER THAN THEY APPEAR**

2023-2024 Accounts Payable Schedule

Purchase orders turned in to Accounts Payable:	Will be paid on:
July 1 st - July 6 th	July 19, 2023*
July 7 th - July 31 st	August 9, 2023
August 1 st - August 31 st	September 13, 2023
September 1 st - September 29 th	October 11, 2023
October 1 st - October 30 th (by 12 noon)	November 8, 2023*
October 30 th (after 12 noon) - November 30 th	December 13, 2023*
December 1 st - December 21 st (by 12 noon)	January 17, 2024
December 21 st (after 12 noon) - January 31 st (by 12 noon)	February 14, 2024
January 31 st (after 12 noon) - February 29 th	March 20, 2024*
March 1 st (after 12 noon) - March 28 th (by 12 noon)	April 10, 2024
March 28 th (after 12 noon) - April 29 th (by 12 noon)	May 8, 2024
April 29 th (after 12 noon) - May 31 st	June 12, 2024
June 1 st - June 17 th (by 12 noon)	June 26, 2024

Note: Any purchase order submitted after 12 noon on June 17, 2024 will be voided along with all other outstanding purchase orders. The invoices will be returned to you and you will need to submit a new requisition on July 1st for a fiscal year 2025 purchase order.

**Regular schedule disrupted by holidays or close of the fiscal year.
Only one Board meeting scheduled for July, November, December, January and March.*