

MVCSD 2023-2024 VENDOR CHECK RUN SCHEDULE

****PLEASE NOTE:**

Purchase orders and claims submitted for payment or reimbursement must be in the Purchasing Department by the **purchasing department cut-off date**. All exceptions to this schedule must have prior approval by the Superintendent or the Assistant Superintendent for Business.

**PURCHASING DEPT. CUT OFF DATE	CHECK RUN MAIL DATE (ON OR ABOUT)
<i>August 17, 2023</i>	<i>August 28, 2023</i>
<i>August 31, 2023 September 12, 2023</i>	<i>September 14, 2023 September 28, 2023</i>
<i>September 29, 2023 October 12, 2023</i>	<i>October 11, 2023 October 27, 2023</i>
<i>October 27, 2023 November 15, 2023</i>	<i>November 14, 2023 November 28, 2023</i>
<i>November 22, 2023 December 8, 2023</i>	<i>December 12, 2023 December 22, 2023</i>
<i>December 29, 2023 January 17, 2024</i>	<i>January 12, 2024 January 26, 2024</i>
<i>January 30, 2024 February 13, 2024</i>	<i>February 13, 2024 February 27, 2024</i>
<i>March 1, 2024 March 15, 2024</i>	<i>March 13, 2024 March 28, 2024</i>
<i>April 1, 2024 April 12, 2024</i>	<i>April 11, 2024 April 26, 2024</i>
<i>April 26, 2024 May 13, 2024</i>	<i>May 10, 2024 May 24, 2024</i>
<i>May 31, 2024 June 12, 2024</i>	<i>June 12, 2024 June 26, 2024</i>