

# WARNING

**DEADLINES ARE MUCH  
CLOSER THAN THEY APPEAR**

## 2024-2025 Accounts Payable Schedule

<b>Purchase orders turned in to Accounts Payable:</b>	<b>Will be paid on:</b>
July 1 <sup>st</sup> - July 3 <sup>rd</sup>	July 17, 2024*
July 4 <sup>th</sup> - July 31 <sup>st</sup>	August 14, 2024
August 1 <sup>st</sup> - August 29 <sup>th</sup>	September 11, 2024
August 30 <sup>th</sup> - September 27 <sup>th</sup>	October 16, 2024
September 28 <sup>th</sup> - October 31 <sup>st</sup>	November 13, 2024*
November 1 <sup>st</sup> - November 22 <sup>nd</sup> (by 12 noon)	December 11, 2024*
December 1 <sup>st</sup> - December 19 <sup>th</sup>	January 15, 2025*
December 20 <sup>th</sup> - January 31 <sup>st</sup>	February 12, 2025
February 1 <sup>st</sup> - February 28 <sup>th</sup>	March 19, 2025*
March 1 <sup>st</sup> - March 28 <sup>th</sup>	April 9, 2025
March 29 <sup>th</sup> - April 30 <sup>th</sup>	May 14, 2025
May 1 <sup>st</sup> - May 30 <sup>th</sup>	June 11, 2025
June 1 <sup>st</sup> - June 13 <sup>th</sup>	June 25, 2025

*Note: Any purchase order submitted after June 13, 2025 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 2026 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.*