

RITENOUR SCHOOL DISTRICT

INVOICE PROCESSING CALENDAR

Fiscal Year 2024-2025

All invoice spreadsheets **MUST** have original signatures for approval, original invoices (no statements) or receiving. Do not send a duplicate copy of the invoice unless a remittance copy needs to be sent with the check. DO NOT PRINT INVOICES/VOUCHERS 2 SIDED (OR FRONT TO BACK).

<u>Month</u>	<u>Invoices Due By</u>	<u>Board Materials Due By</u>	<u>Board Meeting</u>	<u>Checks will be Mailed</u>
June 2024	Friday June 28, 2024	Friday July 5, 2024	Thursday July 11, 2024	Friday July 12, 2024
July 2024	Tuesday July 23, 2024	Thursday August 1, 2024	Thursday August 8, 2024	Friday August 9, 2024
August 2024	Tuesday August 27, 2024	Thursday September 5, 2024	Thursday September 12, 2024	Friday September 13, 2024
September 2024	Tuesday September 24, 2024	Thursday October 3, 2024	Thursday October 10, 2024	Friday October 11, 2024
October 2024	Tuesday October 22, 2024	Thursday November 7, 2024	Thursday November 14, 2024	Friday November 15, 2024
November 2024	Tuesday November 19, 2024	Thursday December 5, 2024	Thursday December 12, 2024	Friday December 13, 2024
December 2024	Friday December 13, 2024	Tuesday January 7, 2025	Thursday January 9, 2025	Friday January 10, 2025
January 2025	Tuesday January 21, 2025	Thursday February 6, 2025	Thursday February 13, 2025	Friday February 14, 2025
February 2025	Tuesday February 25, 2025	Thursday March 6, 2025	Thursday March 13, 2025	Friday March 14, 2025
March 2025	Tuesday March 25, 2025	Thursday April 3, 2025	Thursday April 10, 2025	Friday April 11, 2025
April 2025	Tuesday April 22, 2025	Thursday May 1, 2025	Thursday May 8, 2025	Friday May 9, 2025
May 2025 *	Tuesday May 20, 2025*	Thursday June 5, 2025	Thursday June 12, 2025	Friday June 13, 2025

***Last chance for invoices to be paid out of the 2024-2025 school year.**

Invoices can be sent over for processing any time, the due date is a guideline to ensure payments will be approved at the monthly board meeting.