



SALINA UNIFIED SCHOOL DISTRICT #305
1511 GYPSUM, PO BOX 797
SALINA, KS 67401
BUSINESS OFFICE **785-309-4712**

2024-2025 ACCOUNTS PAYABLE PAYMENT DEADLINES FOR EXPENSE CLAIMS/INVOICES

AN ORIGINAL INVOICES SHOULD BE SUBMITTED TO THE BUSINESS OFFICE AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED.

ALL INVOICES/CLAIMS MUST BE RECEIVED IN THE BUSINESS OFFICE BY THE DATES SPECIFIED BELOW. PLEASE SUBMIT EARLIER THAN THIS DATE IF YOUR INVOICE/CLAIM NEEDS TO BE APPROVED BY OTHER DEPARTMENTS FIRST (I.E. MAINTENANCE OR CONSTRUCTION PROJECTS).

IF APPROVED, CHECKS WILL BE RELEASED THE DAY AFTER THE BOARD MEETING.

ALL INVOICES/CLAIMS RECEIVED IN THE BUSINESS OFFICE AFTER THE DUE DATE WILL NOT BE PROCESSED FOR PAYMENT UNTIL THE FOLLOWING MONTH AFTER BOARD APPROVAL.

| DAY DUE TO BUSINESS OFFICE | DATE | TIME | DAY BOARD MTG APPROVAL | DATE |
|---------------------------------------|--------------------|-------------|-----------------------------------|--------------------|
| Wednesday | July 31, 2024 | 3:00 p.m. | Tuesday | August 13, 2024 |
| Friday | August 30, 2024 | 3:00 p.m. | Tuesday | September 10, 2024 |
| Monday | September 30, 2024 | 3:00 p.m. | Tuesday | October 8, 2024 |
| Thursday | October 31, 2024 | 3:00 p.m. | Tuesday | November 12, 2024 |
| Friday | November 29, 2024 | 3:00 p.m. | Tuesday | December 10, 2024 |
| Tuesday | December 31, 2024 | 3:00 p.m. | Tuesday | January 14, 2025 |
| Friday | January 31, 2025 | 3:00 p.m. | Tuesday | February 11, 2025 |
| Friday | February 28, 2025 | 3:00 p.m. | Tuesday | March 11, 2025 |
| Monday | March 31, 2025 | 3:00 p.m. | Tuesday | April 8, 2025 |
| Wednesday | April 30, 2025 | 3:00 p.m. | Tuesday | May 13, 2025 |
| Friday | May 30, 2025 | 3:00 p.m. | Tuesday | June 10, 2025 |
| Friday | June 13, 2025 | 3:00 p.m. | Tuesday | July 8, 2025 |
| TENTATIVE: Thursday | July 31, 2025 | 3:00 p.m. | Tuesday | August 12, 2025 |