



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

**2024-2025 SCHOOL YEAR**

DUE DATES FOR REIMBURSEMENTS AND AUTHORIZATIONS TO PAY\*

<u>Date Due to Business Office</u>	<u>Date of Board Meeting</u>
July 5	July 18
August 9	August 20
September 13	September 24
October 18	October 29
November 8	November 19
December 2	December 10
January 17	January 28
February 14	February 25
March 7	March 18
April 11	April 22
May 9	May 20
June 6	June 17

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OTHER IMPORTANT DATES:

October 4 – Please submit **any** 1<sup>st</sup> Quarter reimbursements you may have accumulated (mileage, reimbursements, intradistrict mileage, etc.)

January 10 – Please submit 2<sup>nd</sup> Quarter reimbursement

April 4 – Please submit 3<sup>rd</sup> Quarter reimbursements

*\*Please note, this is the deadline to the **Business Office**. If you need a reimbursement paid on the board meeting of that month, you may need to get it to your supervisor several days before the deadline to review and authorize your request.*

**APRIL 11, 2025 – CLOSE of POs for School Year 2024-25**

*\*\*Any PO's submitted after this date will be paid out of School Year 2025-26 funds.*