

**ORENDA CHARTER SCHOOL DISTRICT
2024-2025 WEEKLY ACCOUNTS PAYABLE (AP) SCHEDULE & EXCEPTIONS**

SCHEDULE	PAPERWORK DEADLINE	CHECK DISTRIBUTION DATE
Regular Weekly	Monday by end of day	Weekly on Friday

REASON FOR EXCEPTION TO THE SCHEDULE	PAPERWORK DEADLINE	AP CHECK DISTRIBUTION DATE
Sept. 2 (Labor Day Holiday)	Tuesday, Sept 3rd	Friday, September 6th
Oct. 21-23 (TCSA Conference)	No AP Check Run	No AP Check Run Friday, October 25th
Nov 27-29 (Thanksgiving Break)	No AP Check Run	No AP Check Run Friday, November 29th
Dec 23 - Jan 3 (Winter Break)	No AP Check Run	No AP Check Run Friday, December 27th Friday, January 3rd
March 17-21 (Spring Break)	No AP Check Run	No AP Check Run Friday, March 21st
April 18 (Spring Holiday)	Monday, April 14th	Thursday, April 17th
May 26 (Memorial Day)	Tuesday, May 27th	Friday, May 30th

Orenda Accounts Payable (AP) checks are processed weekly and distributed on Friday, unless otherwise specified (see above for exceptions to the Weekly AP Schedule during the school year).

Please note that the distribution date is the date checks are mailed or handed out; processing and printing of checks is done in the days prior to the distribution date.

This schedule is strictly followed so please plan accordingly. All paperwork to process AP payments **must be received by the Business Office** by end of day on Monday or as listed above, for each AP check distribution. **Paperwork turned in must be complete (must include packing slips/delivery confirmation and signed pink copy of PO, if applicable) and approved to be included in the AP run for the same week.**

Unapproved or incomplete paperwork that is not corrected and completed by the end of day on Monday will be held for the next week's AP check distribution or until complete.

*** Be sure to check Google Drive through your Orenda email for the latest AP schedule in case changes are made during the school year***