

**Southfield Public Schools
2024-2025 Accounts Payable Schedule**

AP Check Date	**Receiving & Payment Requests Due**	Comments
7/4/2024	6/28/2024	
7/11/2024	7/5/2024	
7/18/2024	7/12/2024	
7/25/2024	7/19/2024	
8/1/2024	7/26/2024	
8/8/2024	8/2/2024	
8/15/2024	8/9/2024	
8/22/2024	8/16/2024	
8/29/2024	8/23/2024	
9/5/2024	8/30/2024	
9/12/2024	9/6/2024	
9/19/2024	9/13/2024	
9/26/2024	9/20/2024	
10/3/2024	9/27/2024	
10/10/2024	10/4/2024	
10/17/2024	10/11/2024	
10/24/2024	10/18/2024	
10/31/2024	10/25/2024	
11/7/2024	11/1/2024	
11/14/2024	11/8/2024	
11/21/2024	11/15/2024	
11/28/2024	11/22/2024	Thanksgiving break - No Check Run
12/5/2024	11/29/2024	
12/12/2024	12/6/2024	
12/19/2024	12/13/2024	Last check run before break
12/26/2024	12/20/2024	Winter Recess - No Check Run
1/2/2025	12/27/2024	Winter Recess - No Check Run
1/9/2025	1/3/2025	
1/16/2025	1/10/2025	
1/23/2025	1/17/2025	
1/30/2025	1/24/2025	
2/6/2025	1/31/2025	
2/13/2025	2/7/2025	
2/20/2025	2/14/2025	Mid Winter Recess - No Check Run
2/27/2025	2/21/2025	
3/6/2025	2/28/2025	
3/13/2025	3/7/2025	
3/20/2025	3/14/2025	
3/27/2025	3/21/2025	
4/3/2025	3/28/2025	Spring Recess - No check run
4/10/2025	4/4/2025	

4/17/2025	4/11/2025	
4/24/2025	4/18/2025	
5/1/2025	4/25/2025	
5/8/2025	5/2/2025	
5/15/2025	5/9/2025	
5/22/2025	5/16/2025	
5/29/2025	5/23/2025	
6/5/2025	5/30/2025	
6/12/2025	6/6/2025	
6/19/2025	6/13/2025	
6/26/2025	6/20/2025	Due Date for all year end invoices and receivers
7/3/2025	6/27/2025	
7/10/2025	7/4/2025	
7/17/2025	7/11/2025	
7/24/2025	7/18/2025	
7/31/2025	7/25/2025	
8/7/2025	8/1/2025	
8/14/2025	8/8/2025	