



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

2025-2026 SCHOOL YEAR

DUE DATES FOR REIMBURSEMENTS AND AUTHORIZATIONS TO PAY*

<u>Date Due to Business Office</u>	<u>Date of Board Meeting</u>
July 7	July 15
August 8	August 19
September 19	September 30
October 17	October 28
November 7	November 18
December 5	December 16
January 16	January 27
February 13	February 24
March 6	March 17
April 10	April 21
May 8	May 19
June 5	June 16

OTHER IMPORTANT DATES:

October 3 – Please submit **any** 1st Quarter reimbursements you may have accumulated (mileage, reimbursements, intradistrict mileage, etc.)

January 9 – Please submit 2nd Quarter reimbursement

April 3 – Please submit 3rd 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 10, 2026 – CLOSE of POs for School Year 2025-26

***Any PO's submitted after this date will be paid out of School Year 2026-27 funds.*