2025-26
ACCOUNTS PAYABLE SCHEDULE

Employee Reimbursements and Vendor Invoices must be received in the **Business Office** by 10:00 AM on Cutoff Day in order to be included on the next payment date

September 2025

29th	Cutoff
4th	Check run
8th	Board Meeting
9th	Payment
12th	Cutoff
18th	Check run
22nd	Board Meeting
30th	Payment

October 2025

3rd	Cutoff
9th	Check run
13th	Board Meeting
14th	Payment
17th	Cutoff
23rd	Check run
27th	Board Meeting
31st	Payment

November 2025

31st	Cutoff
6th	Check run
10th	Board Meeting
12th	Payment
14th	Cutoff
20th	Check run
24th	Board Meeting
26th	Payment

December 2025

28th	Cutoff
4th	Check run
8th	Board Meeting
9th	Payment
12th	Cutoff
18th	Check run
22nd	Board Meeting
30th	Payment

January 2026

2nd	Cutoff
8th	Check run
12th	Board Meeting
13th	Payment
16th	Cutoff
22nd	Check run
26th	Board Meeting
30th	Payment

February 2026

30th	Cutoff
5th	Check run
9th	Board Meeting
10th	Payment
13th	Cutoff
19th	Check run
23rd	Board Meeting
27th	Payment

Some cutoff dates have been modifed due to holidays or other non-work days

2025-26
ACCOUNTS PAYABLE SCHEDULE

Employee Reimbursements and Vendor Invoices must be received in the **Business Office** by 10:00 AM on Cutoff Day in order to be included on the next payment date

March 2026

27th	Cutoff
5th	Check Run
9th	Board Meeting
10th	Payment
13th	Cutoff
19th	Check Run
23rd	Board Meeting
31st	Payment

April 2026

3rd	Cutoff
9th	Check Run
13th	Board Meeting
14th	Payment
17th	Cutoff
23rd	Check Run
27th	Board Meeting
30th	Payment

May 2026

1st	Cutoff
7th	Check Run
11th	Board Meeting
12th	Payment
15th	Cutoff
21st	Check Run
26th	Board Meeting
29th	Payment

June 2026

29th	Cutoff
4th	Check Run
8th	Board Meeting
9th	Payment
12th	Cutoff
18th	Check Run
22nd	Board Meeting
30th	Payment

July 2026

3rd	Cutoff
9th	Check Run
13th	Board Meeting
14th	Payment
17th	Cutoff
23rd	Check Run
27th	Board Meeting
31st	Payment

August 2026

31st	Cutoff
6th	Check Run
10th	Board Meeting
11th	Payment
14th	Cutoff
20th	Check Run
24th	Board Meeting
31st	Payment

m: ap/calendar/accounts payable calendar

Some cutoff dates have been modifed due to holidays or other non-work days