

# Purchase Orders/Travel Checks/Campus Activity

## 2025-2026 AP Calendar

Month	Paying Invoices/Travel Received	Date Due To Accounts Payable by 10AM	Check Run Date
SEPTEMBER	August 26, 2025 - September 1, 2025	Tuesday, September 2, 2025	Thursday, September 4, 2025
	September 2, 2025 - September 8, 2025	Tuesday, September 9, 2025	Thursday, September 11, 2025
	September 9, 2025 - September 15, 2025	Tuesday, September 16, 2025	Thursday, September 18, 2025
	September 16, 2025 - September 22, 2025	Tuesday, September 23, 2025	Thursday, September 25, 2025
OCTOBER	September 23, 2025 - September 29, 2025	Tuesday, September 30, 2025	Thursday, October 2, 2025
	September 30, 2025 - October 6, 2025	Tuesday, October 7, 2025	Thursday, October 9, 2025
	October 7, 2025 - October 13, 2025	Tuesday, October 14, 2025	Thursday, October 16, 2025
	October 14, 2025 - October 20, 2025	Tuesday, October 21, 2025	Thursday, October 23, 2025
NOVEMBER	October 21, 2025 - October 27, 2025	Tuesday, October 28, 2025	Thursday, October 30, 2025
	October 28, 2025 - November 3, 2025	Tuesday, November 4, 2025	Thursday, November 6, 2025
	November 4, 2025 - November 10, 2025	Tuesday, November 11, 2025	Thursday, November 13, 2025
	November 11, 2025 - November 17, 2025	Tuesday, November 18, 2025	Thursday, November 20, 2025
DECEMBER	November 24, 2025 - November 28, 2025	THANKSGIVINGTHANKSGIVINGTHANKSGIVING	NO CHECK RUN
	November 18, 2025 - December 1, 2025	Tuesday, December 2, 2025	Thursday, December 4, 2025
	December 2, 2025 - December 8, 2025	Tuesday, December 9, 2025	Thursday, December 11, 2025
	December 9, 2025 - December 15, 2025	Tuesday, December 16, 2025	Thursday, December 18, 2025
JANUARY	December 22, 2025 - December 31, 2025	CHRISTMASCHRISTMASCHRISTMASCHRISTMAS	NO CHECK RUN
	January 1, 2026 - January 2, 2026	CHRISTMASCHRISTMASCHRISTMASCHRISTMAS	NO CHECK RUN
	December 16, 2025 - January 5, 2026	Tuesday, January 6, 2026	Thursday, January 8, 2026
	January 6, 2026 - January 12, 2026	Tuesday, January 13, 2026	Thursday, January 15, 2026
FEBRUARY	January 13, 2026 - January 19, 2026	Tuesday, January 20, 2026	Thursday, January 22, 2026
	January 20, 2026 - January 26, 2026	Tuesday, January 27, 2026	Thursday, January 29, 2026
	January 27, 2026 - February 2, 2026	Tuesday, February 3, 2026	Thursday, February 5, 2026
	February 3, 2026 - February 9, 2026	Tuesday, February 10, 2026	Thursday, February 12, 2026
MARCH	February 10, 2026 - February 16, 2026	Tuesday, February 17, 2026	Thursday, February 19, 2026
	February 17, 2026 - February 23, 2026	Tuesday, February 24, 2026	Thursday, February 26, 2026
	February 24, 2026 - March 2, 2026	Tuesday, March 3, 2026	Thursday, March 5, 2026
	March 9, 2026 - March 13, 2026	SPRING BREAKSPRING BREAKSPRING BREAK	NO CHECK RUN
APRIL	March 3, 2026 - March 16, 2026	Tuesday, March 17, 2026	Thursday, March 19, 2026
	March 17, 2026 - March 23, 2026	Tuesday, March 24, 2026	Thursday, March 26, 2026
	March 24, 2026 - March 30, 2026	Tuesday, March 31, 2026	Thursday, April 2, 2026
	March 31, 2026 - April 6, 2026	Tuesday, April 7, 2026	Thursday, April 9, 2026
MAY	April 7, 2026 - April 13, 2026	Tuesday, April 14, 2026	Thursday, April 16, 2026
	April 14, 2026 - April 20, 2026	Tuesday, April 21, 2026	Thursday, April 23, 2026
	April 21, 2026 - April 27, 2026	Tuesday, April 28, 2026	Thursday, April 30, 2026
	April 28, 2026 - May 4, 2026	Tuesday, May 5, 2026	Thursday, May 7, 2026
JUNE	May 5, 2026 - May 11, 2026	Tuesday, May 12, 2026	Thursday, May 14, 2026
	May 12, 2026 - May 18, 2026	Tuesday, May 19, 2026	Thursday, May 21, 2026
	May 19, 2026 - May 25, 2026	Tuesday, May 26, 2026	Thursday, May 28, 2026
	May 26, 2026 - June 1, 2026	Tuesday, June 2, 2026	Thursday, June 4, 2026
JULY	June 2, 2026 - June 8, 2026	Tuesday, June 9, 2026	Thursday, June 11, 2026
	June 9, 2026 - June 15, 2026	Tuesday, June 16, 2026	Thursday, June 18, 2026
	June 16, 2026 - June 22, 2026	Tuesday, June 23, 2026	Thursday, June 25, 2026
	June 23, 2026 - June 29, 2026	SUMMER BREAKSUMMER BREAKSUMMER BREAK	NO CHECK RUN
AUGUST	June 30, 2026 - July 6, 2026	SUMMER BREAKSUMMER BREAKSUMMER BREAK	NO CHECK RUN
	July 7, 2026 - July 13, 2026	Tuesday, July 14, 2026	Thursday, July 16, 2026
	July 14, 2026 - July 20, 2026	Tuesday, July 21, 2026	Thursday, July 23, 2026
	July 21, 2026 - July 27, 2026	Tuesday, July 28, 2026	Thursday, July 30, 2026
	July 28, 2026 - August 3, 2026	Tuesday, August 4, 2026	Thursday, August 6, 2026
	August 4, 2026 - August 10, 2026	Tuesday, August 11, 2026	Thursday, August 13, 2026
	August 11, 2026 - August 17, 2026	Tuesday, August 18, 2026	Thursday, August 20, 2026
	August 18, 2026 - August 24, 2026	Tuesday, August 25, 2026	Thursday, August 27, 2026

Revised 06/23/2025

**\*\*ANYTHING RECEIVED AFTER 10 AM WILL BE PROCESSED THE FOLLOWING CHECK RUN****\*\*CHECKS WILL BE READY FOR PICKUP ON THURSDAYS AFTER 11 AM**ADik  
7.28.25