

Town of Suffield - Finance Department

Date:

To: All Boards, Commissions and Department Heads

From: Mandi Moore, Director of Finance

RE: 2025/26 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2025/26.

Invoices should be received by the finance department by noon on the Tuesday of the week that checks are issued (exceptions are listed below).

There are exceptions when there is a holiday during that week. **All special check requests must be approved by the Director of Finance.**

The schedule is as follows:

<u>Cut Off</u>	<u>Check Date</u>
6/27/2025 (FRIDAY)	7/3/24
7/15/25	7/17/25
7/29/25	7/31/25
8/12/25	8/14/25
8/26/25	8/28/25
9/9/25	9/11/25
9/23/25	9/25/25
10/7/25	10/9/25
10/21/25	10/23/25
11/4/25	11/6/25
11/18/25	11/20/25
12/2/25	12/4/25
12/16/25	12/18/25
12/26/25 (FRIDAY)	12/31/25
1/13/26	1/15/26
1/27/26	1/29/26
2/10/26	2/12/26
2/24/26	2/26/26
3/10/26	3/12/26
3/24/26	3/26/26
4/7/26	4/9/26
4/21/26	4/23/26
5/5/26	5/7/26
5/19/26	5/21/26
6/2/26	6/4/26
6/16/26	6/18/26
6/30/26	7/2/26
7/14/26	7/16/26
7/28/26	7/30/26