

San Mateo County Office of Education

District Business Services

FY25-26 MONTHLY CUT-OFF DATES

Payroll, Deposits, Interfund Transfers, Check Cancellations & Accounts Payable

	PAYROLL		DEPOSITS, INTERFUND TRANSFERS, CHECK CANCELLATIONS & HOLIDAYS	ACCOUNTS PAYABLE
MONTH	CUT-OFF DATES/TIME	CHECK DATE	MONTH-END CUT-OFF at 5 P.M.	MONTH-END CUT-OFF at 5 P.M.
JULY Semi A Main /Semi B	CUT-OFF at 10 A.M. 07/09/25 07/23/25	07/15/25 07/31/25	07/29/25 SMCOE, Treasurer's & Controller's Office Closed JUL 4	Cut Off: 07/29/25 at 5 p.m. AP Run: Jul 03 Jul 07, 08 and 09 Jul 14, 15 and 17 Jul 21, 22 and 24 Jul 29, 30 and 31
AUGUST 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 08/04/25 08/11/25 08/21/25	08/08/25 08/15/25 08/29/25	08/27/25	Cut Off: 08/27/25 at 5 p.m. AP Run: Aug 04, 06 and 07 Aug 11, 13 and 14 Aug 18, 19 and 21 Aug 25, 27 and 28
SEPTEMBER 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 09/04/25 09/09/25 09/22/25	09/10/25 09/15/25 09/30/25	09/26/25 SMCOE, Treasurer's & Controller's Office Closed SEP 01	Cut Off: 09/24/25 at 5 p.m. AP Run: Sep 02 and 04 Sep 08, 09 and 11 Sep 15, 16 and 18 Sep 22, 23, and 24 Sep 29 and 30
OCTOBER 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 10/06/25 10/09/25 10/23/25	10/10/25 10/15/25 10/31/25	10/29/25 Treasurer's & Controller's Office Closed OCT 13	Cut Off: 10/29/25 at 5 p.m. AP Run: Oct 02 Oct 06, 07 and 09 Oct 13, 14 and 16 Oct 20, 21 and 23 Oct 27, 29 and 30

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MONTH	CUT-OFF DATES/TIME	CHECK DATE	MONTH-END CUT-OFF at 5 P.M.	MONTH-END CUT-OFF at 5 P.M.
NOVEMBER	CUT-OFF at 10 A.M.		11/24/25	Cut Off: 11/24/25 at 5 p.m.
10th Supplemental	11/04/25	11/10/25	SMCOE, Treasurer's & Controller's Office	AP Run: Nov 03, 04 and 06
Semi A	11/07/25	11/14/25	Closed NOV 11	Nov 10 and 13
Main /Semi B	11/18/25	11/26/25	SMCOE, Treasurer's & Controller's Office	Nov 17, 18 and 20
			Closed NOV 27 and 28	Nov 24 and 25
DECEMBER	CUT-OFF at 10 A.M.		12/17/25	Cut Off: 12/17/25 at 5 p.m.
10th Supplemental	12/04/25	12/10/25	SMCOE Closed Dec 24, 25, and 31	AP Run: Dec 01, 02 and 04
Semi A	12/09/25	12/15/25	Treasurer's Office Closed Dec 25 and 26	Dec 08, 09 and 11
Main /Semi B	12/11/25	12/19/25	Controller's Office Closed Dec 25	Dec 15, 17 and 18
***** (San Mateo County Office of Education Closed to the Public from 12/22/25 to 01/02/26) *****				
JANUARY	CUT-OFF at 10 A.M.		01/28/26	Cut Off: 01/28/26 at 5 p.m.
10th Supplemental	01/05/26	01/09/26	SMCOE, Treasurer's & Controller's Office	AP Run: Jan 05, 06 and 08
Semi A	01/09/26	01/15/26	Closed JAN 01 & 19	Jan 12, 13 and 15
Main /Semi B	01/22/26	01/30/26		Jan 20 and 22
				Jan 26, 28 and 29
FEBRUARY	CUT-OFF at 10 A.M.		02/25/26	Cut Off: 02/25/26 at 5 p.m.
10th Supplemental	02/04/26	02/10/26	SMCOE Closed FEB 13 & 16	AP Run: Feb 02, 03 and 05
Semi A	02/06/26	02/12/26	Treasurer's & Controller's Office	Feb 09, 10 and 12
Main /Semi B	02/19/26	02/27/26	Closed Feb 16	Feb 17 and 19
				Feb 23, 25 and 26

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	PAYROLL		DEPOSITS, INTERFUND TRANSFERS, CHECK CANCELLATIONS & HOLIDAYS	ACCOUNTS PAYABLE
MONTH	CUT-OFF DATES/TIME	CHECK DATE	MONTH-END CUT-OFF at 5 P.M.	MONTH-END CUT-OFF at 5 P.M.
MARCH 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 03/04/26 03/09/26 03/23/26	03/10/26 03/13/26 03/31/26	03/27/26	Cut Off: 03/27/26 at 5 p.m. AP Run: Mar 02, 03 and 05 Mar 09, 10 and 12 Mar 16, 17 and 19 Mar 23, 24 and 25 Mar 30 and 31
APRIL 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 04/06/26 04/09/26 04/22/26	04/10/26 04/15/26 04/30/26	04/28/26 SMCOE Closed APR 03	Cut Off: 04/28/26 at 5 p.m. AP Run: Apr 02, 06, 07 and 09 Apr 13, 14, and 16 Apr 20, 21 and 23 Apr 28, 29, and 30
MAY 10th Supplemental Semi A Main /Semi B	CUT-OFF at 10 A.M. 05/04/26 05/11/26 05/20/26	05/08/26 05/15/26 05/29/26	05/27/26 SMCOE, Treasurer's & Controller's Office Closed MAY 25	Cut Off: 05/27/26 at 5 p.m. AP Run: May 04, 05 and 07 May 11, 12 and 14 May 18, 19 and 21 May 27 and 28
JUNE 10th Supplemental Semi A Early Release Early Rel Suppl Main /Semi B 06/30 Liab S1L 06/30 Liab S2L 06/30 Liab S3L	CUT-OFF at 10 A.M. 06/04/26 06/09/26 06/09/26 06/22/26 06/22/26 07/06/26 07/13/26 07/20/26	06/10/26 06/15/26 06/16/26 06/30/26 06/30/26 07/10/26 07/17/26 07/24/26	06/26/26 SMCOE, Treasurer's & Controller's Office Closed JUN 19 SMCOE, Treasurer's & Controller's Office Closed JUL 03	Cut Off: 06/24/26 at 5 p.m. AP Run: Jun 01, 02 and 04 Jun 08, 09 and 10 Jun 15, 16 and 18 Jun 22 and 23 Jun 26 (EFT date June 30)