

RITENOUR SCHOOL DISTRICT INVOICE PROCESSING CALENDAR Fiscal Year 2026-2027

PLEASE READ! IMPORTANT:

All invoice spreadsheets **MUST** have original signatures for approval, original invoices (no statements) or receiving.

Do not send a duplicate copy of the invoice unless a remittance copy needs to be sent with the check.

DO NOT PRINT INVOICES/VOUCHERS 2 SIDED (OR FRONT TO BACK).

<u>Month</u>	<u>Invoices Due By</u>	<u>Board Materials Due By</u>	<u>Board Meeting</u>	<u>Checks will be Mailed</u>
June 2026	Wednesday June 17, 2026	Thursday July 2, 2026	Thursday July 9, 2026	Friday July 10, 2026
July 2026	Tuesday July 21, 2026	Thursday August 6, 2026	Thursday August 13, 2026	Friday August 14, 2026
August 2026	Tuesday August 25, 2026	Thursday September 3, 2026	Thursday September 10, 2026	Friday September 11, 2026
September 2026	Tuesday September 22, 2026	Thursday October 1, 2026	Thursday October 8, 2026	Friday October 9, 2026
October 2026	Tuesday October 20, 2026	Thursday November 5, 2026	Thursday November 12, 2026	Friday November 13, 2026
November 2026	Tuesday November 17, 2026	Thursday December 3, 2026	Thursday December 10, 2026	Friday December 11, 2026
December 2026	Tuesday December 15, 2026	Thursday January 7, 2027	Thursday January 14, 2027	Friday January 15, 2027
January 2027	Tuesday January 26, 2027	Thursday February 4, 2027	Thursday February 11, 2027	Friday February 12, 2027
February 2027	Tuesday February 23, 2027	Thursday March 4, 2027	Thursday March 11, 2027	Friday March 12, 2027
March 2027	Tuesday March 23, 2027	Thursday April 1, 2027	Thursday April 8, 2027	Friday April 9, 2027
April 2027	Tuesday April 20, 2027	Thursday May 6, 2027	Thursday May 13, 2027	Friday May 14, 2027
May 2027*	Tuesday May 18, 2027*	Thursday June 3, 2027	Thursday June 10, 2027	Friday June 11, 2027

***Last chance to pay invoices out of the 2026-2027 school year.**

The due date is a guideline to ensure payment approval at the monthly board meeting.