



SALINA UNIFIED SCHOOL DISTRICT #305
1511 GYPSUM, PO BOX 797
SALINA, KS 67401
BUSINESS OFFICE **785-309-4712**

**2026-2027 ACCOUNTS PAYABLE PAYMENT DEADLINES FOR EXPENSE
CLAIMS/INVOICES**

AN ORIGINAL INVOICES SHOULD BE SUBMITTED TO THE BUSINESS OFFICE AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED.

ALL INVOICES/CLAIMS MUST BE RECEIVED IN THE BUSINESS OFFICE BY THE DATES SPECIFIED BELOW. PLEASE SUBMIT EARLIER THAN THIS DATE IF YOUR INVOICE/CLAIM NEEDS TO BE APPROVED BY OTHER DEPARTMENTS FIRST (I.E. MAINTENANCE OR CONSTRUCTION PROJECTS).

IF APPROVED, CHECKS WILL BE RELEASED THE DAY AFTER THE BOARD MEETING.

ALL INVOICES/CLAIMS RECEIVED IN THE BUSINESS OFFICE AFTER THE DUE DATE WILL NOT BE PROCESSED FOR PAYMENT UNTIL THE FOLLOWING MONTH AFTER BOARD APPROVAL.

DAY DUE TO BUSINESS OFFICE	DATE	TIME	DAY BOARD MTG APPROVAL	DATE
Friday	July 31, 2026	3:00 p.m.	Tuesday	August 11, 2026
Monday	August 31, 2026	3:00 p.m.	Tuesday	September 8, 2026
Wednesday	September 30, 2026	3:00 p.m.	Tuesday	October 13, 2026
Friday	October 30, 2026	3:00 p.m.	Tuesday	November 10, 2026
Monday	November 30, 2026	3:00 p.m.	Tuesday	December 8, 2026
Thursday	December 31, 2026	3:00 p.m.	Tuesday	January 12, 2027
Friday	January 29, 2027	3:00 p.m.	Tuesday	February 9, 2027
Friday	February 26, 2027	3:00 p.m.	Tuesday	March 9, 2027
Wednesday	March 31, 2027	3:00 p.m.	Tuesday	April 13, 2027
Friday	April 30, 2027	3:00 p.m.	Tuesday	May 11, 2027
Monday	May 31, 2027	3:00 p.m.	Tuesday	June 8, 2027
TENTATIVE: Friday	June 18, 2027	3:00 p.m.	Tuesday	July 13, 2027
Friday	July 30, 2027	3:00 p.m.	Tuesday	August 10, 2027