2026-2027 WEEKLY ACCOUNTS PAYABLE (AP) SCHEDULE & EXCEPTIONS

SCHEDULE	PAPERWORK DEADLINE	CHECK DISTRIBUTION DATE
Regular Weekly	**Monday by end of day**	**** Weekly on Friday ****

REASON FOR EXCEPTION TO THE SCHEDULE	PAPERWORK DEADLINE	AP CHECK DISTRIBUTION DATE
Sept. 7 (Labor Day Holiday)	Tuesday, September 8th	Friday, September 11th
Sept.28 – Oct. 2 (TPCSA Conference)	No AP Check Run	No AP Check Run on Friday, October 2nd
Oct. 15-16 (Frontline Conference)	Monday, October 12th	Thursday, October 15th
Nov 23-27 (Thanksgiving Break)	No AP Check Run	No AP Check Run on Friday, November 27th
Dec 21 - Jan 1 (Winter Break)	No AP Check Run	No AP Check Run on Friday, Dec 25th & Friday, Jan 1st
Jan 4 (Last Day of Winter Break)	Tuesday, January 5th	Friday, January 8th
March 15-19 (Spring Break)	No AP Check Run	No AP Check Run on Friday, March 19th
March 26 (Spring Holiday)	Monday, March 22nd	Thursday, March 25th
May 31 (Memorial Day)	Tuesday, June 1st	Friday, June 4th

Accounts Payable (AP): processes payments to vendors for supplies and services provided to the district, including items such as payment for purchase orders received, field trip admission fees, contracted services (ex: prom DJ, SPED provider), and utilities. AP also reimburses employees for pre-approved expenses, including mileage, travel, and supplies.

Employee Reimbursements: issued electronically via ACH to the employee's primary direct deposit account on file.

AP Payment Schedule: During the school year AP payments are processed weekly and distributed on **Fridays**, unless otherwise noted on the AP schedule. To ensure timely payment, all AP deadlines are strictly enforced. Due to the high volume of payments processed by the Business Office, last-minute requests cannot be accommodated.

Please Note: The distribution date is the date checks are mailed or distributed. Check processing and printing occur several days before the distribution date. Please plan ahead to ensure you receive your check when it is needed.

Paperwork Requirements: To be included in a weekly AP payment run, all required paperwork must be received by the Business Office by the published paperwork deadline. Submitted documentation must be complete and approved, including:

- Packing slips, proof of delivery, or written confirmation services have been completed
- Any other required supporting documentation such as detailed vendor invoice, itemized receipt, etc.

Incomplete or unapproved submissions received by the deadline will not be processed until the required documentation and approvals have been received. These payments will be included in the next available AP payment run.

Reminder: Please refer to **Employee Tools** for the most current AP schedule, as dates may be updated during the year.