

MEMO

TO: All Vendors
FROM: Amy Cicenía
Assistant Business Administrator, Operations & Purchasing
DATE: September 1, 2026
RE: Purchase Order Requirements and Payment Schedule

Payment on a purchase order can only be processed after all merchandise or services have been delivered, received, and verified by the District. In accordance with New Jersey Public School Contracts Law and applicable fiscal accountability requirements, the District is prohibited from issuing payment prior to confirmation of delivery or completion of services.

Vendors must submit a signed purchase order, when required, and a final invoice for all goods or services provided. All invoices must reference the correct purchase order number and align with the terms of the approved purchase order. Invoices should be emailed directly to ap@shsd.org for processing.

Please note:

- Invoices must be received by the applicable monthly submission deadline to be included on that month's Board agenda for approval.
- Invoices received after the submission deadline will generally be deferred to the following month's payment cycle.
- Payment is issued only after approval by the Somerset Hills Board of Education.
- Checks are typically mailed within two business days following approval at the monthly public Board meeting.
- The Board of Education does not typically meet in July. Invoices that cannot be processed prior to the June meeting will generally be deferred to the next scheduled Board meeting.

Please refer to the attached **Payment Schedule** for monthly invoice submission deadlines and anticipated payment mailing dates.

Thank you.

Vendor Payment Schedule

Invoice/Voucher Submission Deadline	Meeting Date	Anticipated Check Mailing Date
September 7, 2026	September 16, 2026	September 18, 2026
October 5, 2026	October 14, 2026	October 16, 2026
November 9, 2026	November 18, 2026	November 20, 2026
December 7, 2026	December 16, 2026	December 18, 2026
January 18, 2027	January 27, 2027	January 29, 2027
February 8, 2027	February 17, 2027	February 19, 2027
March 8, 2027	March 17, 2027	March 19, 2027
April 5, 2027	April 14, 2027	April 16, 2027
April 26, 2027	May 5, 2027	May 7, 2027
May 24, 2027	June 2, 2027	June 4, 2027
August 16, 2027	August 25, 2027	August 27, 2027
September 6, 2027	September 15, 2027	September 17, 2027
October 4, 2027	October 13, 2027	October 15, 2027
November 8, 2027	November 17, 2027	November 19, 2027
December 6, 2027	December 15, 2027	December 17, 2027

Dates subject to change.