

Accounts Payable payments will be processed according to the following schedule:

<u>Invoices Received by</u>	<u>Payment Date</u>
June 2, 2025	June 11, 2025
June 30, 2025	July 9, 2025
July 28, 2025	August 6, 2025
September 1, 2025	September 10, 2025
September 22, 2025	October 1, 2025
November 3, 2025	November 12, 2025
December 1, 2025	December 10, 2025
January 5, 2026	January 14, 2026
February 2, 2026	February 11, 2026
March 2, 2026	March 11, 2026
March 30, 2026	April 8, 2026
May 4, 2026	May 13, 2026
June 1, 2026	June 10, 2026

Imprest - Requests for Imprest (emergency) checks must be received by Accounts Payable by 9:00 a.m. on Wednesday with adequate documentation, i.e., original receipts, signed vouchers, etc., and the appropriate approvals. Checks will be available on Thursday afternoons.