**ACCOUNTS PAYABLE CHECKS SCHEDULE**

**July 2023 – June 2024**

|  |  |
| --- | --- |
| DATE PAPERWORK MUST BE IN TO FINANCE | CHECK PAY DATE |
| JUNE 30, 2023 | **JULY 7, 2023** |
| JULY 7, 2023 | **JULY 14, 2023** |
| JULY 14, 2023 | **JULY 21, 2023** |
| JULY 21, 2023 | **JULY 28, 2023** |
| JULY 28, 2023 | **AUG 4, 2023** |
| AUG 4, 2023 | **AUG 11, 2023** |
| AUG 11, 2023 | **AUG 18, 2023** |
| AUG 18, 2023 | **AUG 25, 2023** |
| AUG 25, 2023 | **SEPT 1, 2023** |
| SEPT 1, 2023 | **SEPT 8, 2023** |
| SEPT 8, 2023 | **SEPT 15, 2023** |
| SEPT 15, 2023 | **SEPT 22, 2023** |
| SEPT 22, 2023 | **SEPT 29, 2023** |
| SEPT 29, 2023 | **OCT 6, 2023** |
| OCT 6, 2023 | **OCT 13, 2023** |
| OCT 13, 2023 | **OCT 20, 2023** |
| OCT 20, 2023 | **OCT 27, 2023** |
| OCT 27, 2023 | **NOV 3, 2023** |
| NOV 3, 2023 | **NOV 10, 2023** |
| NOV 10, 2023 | **NOV 17, 2023** |
| NOV 17, 2023 | **DEC 1, 2023** |
| DEC 1, 2023 | **DEC 8, 2023** |
| DEC 8, 2023 | **DEC 15, 2023** |
| DEC 15, 2023 | **JAN 5, 2024** |
| JAN 5, 2024 | **JAN 12, 2024** |
| JAN 12, 2024 | **JAN 19, 2024** |
| JAN 19, 2024 | **JAN 26, 2024** |
| JAN 26, 2024 | **FEB 2, 2024** |
| FEB 2, 2024 | **FEB 9 2024** |
| FEB 9 2024 | **FEB 16, 2024** |
| FEB 16, 2024 | **FEB 23, 2024** |
| FEB 23, 2024 | **MAR 1, 2024** |
| MAR 1, 2024 | **MAR 8, 2024** |
| MAR 8, 2024 | **MAR 15, 2024** |
| MAR 15, 2024 | **MAR 22, 2024** |
| DATE PAPERWORK MUST BE IN TO FINANCE | **CHECK PAY DATE** |
| MAR 22, 2024 | **MAR 28, 2024** |
| MAR 28, 2024 | **APR 5 2024** |
| APR 5 2024 | **APR 12, 2024** |
| APR 12, 2024 | **APR 26, 2024** |
| APR 26, 2024 | **MAY 3, 2024** |
| MAY 3, 2024 | **MAY 10, 2024** |
| MAY 10, 2024 | **MAY 17, 2024** |
| MAY 17, 2024 | **MAY 24, 2024** |
| MAY 24, 2024 | **MAY 31, 2024** |
| MAY 31, 2024 | **JUNE 7, 2024** |
| JUNE 7, 2024 | **JUNE 14, 2024** |
| JUNE 14, 2024 | **JUNE 21, 2024** |
| JUNE 21, 2024 | **JUNE 28, 2024** |

FINANCE DEPARTMENT WILL PROCESS ACCOUNTS PAYABLE EVERY WEEK.

PAPERWORK HAS TO BE TO ACCOUNTS PAYABLE BY FRIDAY IN ORDER FOR IT TO BE PAID EFFECTIVE THE FOLLOWING FRIDAY.

(Example: received by AP on Friday 6/30/23; processed on Wednesday 7/5/23 for payment on Friday 7/7/23).