

FY 2020 - 2021
ACCOUNTS PAYABLE CALENDAR

| MONTH | CUT-OFF | BOARD MEETING | CHECK RELEASE DATE |
|-----------|----------------------|----------------------|----------------------|
| *JULY | ----- | No July Meeting | ----- |
| AUGUST | 7/31/20 8/11/20 | 8/11/20 8/25/20 | 8/12/20 8/26/20 |
| SEPTEMBER | 8/25/20 9/8/20 | 9/8/20 9/22/20 | 9/9/20 9/23/20 |
| OCTOBER | 9/22/20 10/13/20 | 10/13/20 10/27/20 | 10/14/20 10/28/20 |
| NOVEMBER | 10/27/20 11/10/20 | 11/10/20 11/24/20 | 11/12/20 11/25/20 |
| *DECEMBER | 11/24/20 | 12/8/20 | 12/9/20 |
| JANUARY | 12/8/20 1/12/21 | 1/12/21 1/26/21 | 1/13/21 1/27/21 |
| FEBRUARY | 1/26/21 2/9/21 | 2/9/21 2/23/21 | 2/10/21 2/24/21 |
| MARCH | 2/23/21 3/9/21 | 3/9/21 3/23/21 | 3/10/21 3/24/21 |
| APRIL | 3/23/21 4/13/21 | 4/13/21 4/27/21 | 4/14/21 4/28/21 |
| MAY | 4/27/21 5/11/21 | 5/11/21 5/25/21 | 5/12/21 5/26/21 |
| JUNE | 5/25/21 6/8/21 | 6/8/21 6/22/21 | 6/9/21 6/23/21 |

**DENOTES: There will be two (2) check runs per month, except for July 2020 and December 2020 (subject to District Calendar approval).*

Guidelines for Payment

Requisitions must include the account number, location (School/Department), name of requester (person entering the requisition) and intended receiver (name and location). The Purchasing Office must be in receipt of appropriate paperwork prior to processing requisitions (on or before the cut-off date). No payments will be disbursed without proper documentation. Proper documentation is defined as requisitions that have been reviewed and approved by an authorized account manager/supervisor and a receiving report that has been signed by the receiver. The Receiver must sign, date and provide his or her title. Requisitions must be approved prior to any purchase or receipt of services. *Check requests are not automatic and must meet prescribed guidelines as outlined in the Purchasing Handbook.*

NOTE:

Requisitions must include the vendor's name and address as you want it to appear on the check.

Each line must be itemized descriptively; therefore, it is no longer acceptable to use "Issue Check Payable".

Requests for checks with a mailing address other than what's in iVisions must be clearly stated on the requisition with the desired address included.