



## *Accounts Payable Calendar 2022-2023*

*Updated 9/12/2022*

	<i>Cut off date for Business Office to receive approved PO's</i>	<i>Payments are processed for PO's with proper documentation attached</i>	<i>Checks are mailed or picked up on Friday</i>
<b>2022</b>			
<b>September</b>	<b>6</b>	<b>7</b>	<b>9</b>
	<b>20</b>	<b>21</b>	<b>23</b>
<b>October</b>	<b>4</b>	<b>5</b>	<b>7</b>
	<b>18</b>	<b>19</b>	<b>21</b>
<b>November</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>15</b>	<b>16</b>	<b>18</b>
	<b>29</b>	<b>30</b>	<b>2-Dec</b>
<b>December</b>	<b>13</b>	<b>14</b>	<b>16</b>
<b>2023</b>			
<b>January</b>	<b>10</b>	<b>11</b>	<b>13</b>
	<b>24</b>	<b>25</b>	<b>27</b>
<b>February</b>	<b>7</b>	<b>8</b>	<b>10</b>
	<b>21</b>	<b>22</b>	<b>24</b>
<b>March</b>	<b>7</b>	<b>8</b>	<b>10</b>
	<b>21</b>	<b>22</b>	<b>24</b>
<b>April</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>18</b>	<b>19</b>	<b>21</b>
<b>May</b>	<b>2</b>	<b>3</b>	<b>5</b>
	<b>16</b>	<b>17</b>	<b>19</b>
	<b>30</b>	<b>31</b>	<b>2-Jun</b>
<b>June</b>	<b>13</b>	<b>14</b>	<b>16</b>
	<b>20</b>	<b>21</b>	<b>23</b>
<b>July</b>	<b>11</b>	<b>12</b>	<b>14</b>
	<b>25</b>	<b>26</b>	<b>28</b>
<b>August</b>	<b>8</b>	<b>9</b>	<b>11</b>
	<b>22</b>	<b>23</b>	<b>25</b>

\*Holiday - April 7th

We encourage you to submit requisitions as soon as you can. Department approvals could take more days than expected. The dates indicated on this calendar are for paying Purchase Orders that have already gone through the approval process.