

Accounts Payable Schedule

Dates are subject to change per Superintendent or CSFO ONLY

- 1. Cut Off Date**—This is the last date that you can submit documents for the upcoming check run. Must be submitted by 2:00 p.m.
- 2. Check Run**—This is the date that checks will be processed, signed and mailed or delivered.
- 3. If information is not accurately submitted by the close of business on the “cut off date” it will not be processed until the next scheduled check run.**

Month	Cut Off Date	Check Run
October 2021	10/1/2021	10/08/2021
	10/18/2021	10/25/2021
November 2021	11/3/2021	11/10/2021
	11/12/2021	11/19/2021
December 2021	12/3/2021	12/10/2021
	12/13/2021	12/17/2021
January 2022	1/3/2022	1/10/2022
	1/18/2022	1/25/2022
February 2022	2/3/2022	2/10/2022
	2/18/2022	2/25/2022
March 2022	3/3/2022	3/10/2022
	3/11/2022	3/18/2022
April 2022	4/4/2022	4/8/2022
	4/18/2022	4/25/2022
May 2022	5/3/2022	5/10/2022
	5/18/2022	5/25/2022
June 2022	6/2/2022	6/9/2022
	6/16/2022	6/23/2022
July 2022	7/1/2022	7/7/2022
	7/18/2022	7/25/2022
August 2022	8/3/2022	8/10/2022
	8/18/2022	8/25/2022
September 2022	9/2/2022	9/9/2022
	9/16/2022	9/23/2022