

2016-2017 Accounts Payable Schedule

Check Request Due	Check Run Date
7/8/2016	7/15/2016
7/22/2016	7/29/2016
8/5/2016	8/12/2016
8/19/2016	8/26/2016
9/2/2016	9/9/2016
9/16/2016	9/23/2016
9/30/2016	10/7/2016
10/14/2016	10/21/2016
10/28/2016	11/4/2016
11/11/2016	11/18/2016
11/25/2016	12/2/2016
12/9/2016	12/16/2016
12/23/2016	**12/30/2016**
1/6/2017	1/13/2017
1/20/2017	1/27/2017
2/3/2017	2/10/2017
2/17/2017	2/24/2017
3/3/2017	3/10/2017
3/17/2017	3/24/2017
3/31/2017	4/7/2017
4/14/2017	4/21/2017
4/28/2017	5/5/2017
5/12/2017	5/19/2017
5/26/2017	6/2/2017
6/9/2017	6/16/2017
6/23/2017	6/30/2017

No exceptions to due dates

Please note that a w9 is needed for any new vendor check request.

Please allocate the appropriate amount of time needed to have the new vendor entered.