Accounts Payable & Pcard Cut-off Calendar 2016-2017

July

M	T	W	T	F
				1
4	5	**6**	7	8
11	12	13	14	15
18	19	20	**21**	22
25	26	27	28	29

August

M	T	W	T	F
1	2	**3**	4	5
8	9	10	11	12
15	16	17	18	19
22	**23**	24	25	26
29	30	31		

September

M	T	W	T	F
			1	2
5	6	**7**	8	9
12	13	14	15	16
19	20	**21**	22	23
26	27	28	29	30

October

M	T	W	T	F
3	4	**5**	6	7
10	11	12	13	14
17	18	19	20	**21**
24	25	26	27	28
31				

November

M	T	W	T	F
	1	2	3	4
7	8	**9**	10	11
14	15	**16***	17	18
21	**22**	23	24	25
28	29	30		

*** Board meets 3rd week**

December

M	T	W	T	F
			1	2
5	6	**7**	8	9
12	13	14	15	16
19	20	**21**	22	23
26	27	28	29	30

January

M	T	W	T	F
2	3	**4**	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February

M	T	W	T	F
		1	2	**3**
6	7	8	9	10
13	14	15	16	17
20	**21**	22	23	24
27	28			

March

M	T	W	T	F
		1	2	**3**
6	7	8	9	10
13	14	15	16	17
20	**21**	22	23	24
27	28	29	30	31

April

M	T	W	T	F
3	4	**5**	6	7
10	11	12	13	14
17	18	19	20	**21**
24	25	26	27	28

May

M	T	W	T	F
1	2	**3**	4	5
8	9	10	11	12
15	16	17	18	19
22	**23**	24	25	26
29	30	31		

June

M	T	W	T	F
			1	2
5	6	**7**	8	9
12	13	14	15	16
19	20	**21**	22	23
26	27	28	29	**30***

***June cut-off end of FY-17**

- The pink highlighted dates are the AP cut-off dates for each month. Please be sure all vendors turn in their invoices by the **end of each month** to ensure they are in before cut-off. Please turn in any invoices to Brandi **by the cut-off date**, for payment that month.

- The yellow highlighted dates are the statement dates for purchasing cards. Please be sure the week of the pcard statement dates, **all transactions** dated prior to the statement date are approved in Skyward. Pcard transactions should be processed on a weekly basis to lessen the impact on cut-off dates.

- Elementary & Emerson monthly Check Registers should be emailed to Brandi by the **AP cut-off date** to be included in the School Board reports.

Revised 06/21/16