2026-2027 ACCOUNTS PAYABLE CHECK-RUN SCHEDULE

***If you need a check/ACH issued or mailed by a certain date, all necessary documents must be approved in the SCView system or received by the Accounts Payable Office by 4 PM by the* "Must be received by A/P Office" date (shown below) before the "Check Run" date (shown below) you desire. Please take the time to coordinate the correct timeline you need to follow in order to avoid delays in receiving a check. I strongly encourage scanning documents versus sending them via pony. Please keep a copy of anything sent for your own records.**

All invoices must have "OK to Pay" and a signature (electronic or hand-signed and scanned) on them before you send them to AP. Nothing will be paid without first being approved via signature.

Must be received by A/P Office:	**Check Run Dates:**
July 6, 2026	July 10, 2026
July 20, 2026	July 24, 2026
August 3, 2026	August 7, 2026
August 17, 2026	August 21, 2026
August 31, 2026	September 4, 2026
September 14, 2026	September 18, 2026
September 28, 2026	October 2, 2026
October 12, 2026	October 16, 2026
October 26, 2026	October 30, 2026
November 9, 2026	November 13, 2026
November 23, 2026	November 25, 2026
December 7, 2026	December 11, 2026
January 4, 2027	January 8, 2027
January 19, 2027	January 22, 2027
February 1, 2027	February 5, 2027
February 16, 2027	February 19, 2027
March 1, 2027	March 5, 2027
March 15, 2027	March 19, 2027
March 29, 2027	April 2, 2027
April 12, 2027	April 16, 2027
April 26, 2027	April 30, 2027
May 10, 2027	May 14, 2027
May 24, 2027	May 28, 2027
June 7, 2027	June 11, 2027

If you have any questions or concerns, please contact
Kimberly Humphrey, Accounts Payable Coordinator, at 330-753-1025 ext. 13105.