2023-2024 ACCOUNTS PAYABLE CHECK RUN SCHEDULE

When you need a check issued, or to have it in the mail by a certain date, the paperwork
must be in the Accounts Payable Office via Pony or Email Scan by 4pm the Monday before the check-r

All invoices must have "OK to Pay" and a signature on the invoice BEFORE you send it to A/P.
Nothing can be paid without this approval.

Must be received by A/P Office:	Check Run Dates:
July 10, 2023	July 14, 2023
July 24, 2023	July 28, 2023
August 7, 2023	August 11, 2023
August 21, 2023	August 25, 2023
September 5, 2023	September 8, 2023
September 18, 2023	September 22, 2023
October 2, 2023	October 6, 2023
October 16, 2023	October 20, 2023
October 30, 2023	November 3, 2023
November 13, 2023	November 17, 2023
November 27, 2023	December 1, 2023
December 11, 2023	December 15, 2023
January 1, 2024	January 5, 2024
January 8, 2024	January 12, 2024
January 22, 2024	January 26, 2024
February 5, 2024	February 9, 2024
February 20, 2024	February 23, 2024
March 4, 2024	March 8, 2024
March 18, 2024	March 22, 2024
April 1, 2024	April 5, 2024
April 15, 2024	April 19, 2024
April 29, 2024	May 3, 2024
May 13, 2024	May 17, 2024
May 28, 2024	May 31, 2024
June 10, 2024	June 14, 2024

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