

2024-2025 ACCOUNTS PAYABLE CHECK-RUN SCHEDULE

When you need a check/ACH issued or mailed by a certain date, all paperwork must be approved in the SCView system or be turned in to the Accounts Payable Office via pony or E-mail scan by 4 PM on the "Must be received by A/P Office" date below before the check-run date you desire.

All invoices must have "OK to Pay" and a signature on them BEFORE you send them to A/P. Nothing will be paid without first being approved.

<u>Must be received by A/P Office:</u>	<u>Check Run Dates:</u>
July 8, 2024	July 12, 2024
July 22, 2024	July 26, 2024
August 5, 2024	August 9, 2024
August 19, 2024	August 23, 2024
September 3, 2024	September 6, 2024
September 16, 2024	September 20, 2024
September 30, 2024	October 4, 2024
October 14, 2024	October 18, 2024
October 28, 2024	November 1, 2024
November 11, 2024	November 15, 2024
November 21, 2024	November 27, 2024
December 9, 2024	December 13, 2024
January 6, 2025	January 10, 2025
January 21, 2025	January 24, 2025
February 3, 2025	February 7, 2025
February 18, 2025	February 21, 2025
March 3, 2025	March 7, 2025
March 17, 2025	March 21, 2025
March 28, 2025	April 4, 2025
April 14, 2025	April 17, 2025
April 28, 2025	May 2, 2025
May 12, 2025	May 16, 2025
May 22, 2025	May 30, 2025
June 9, 2025	June 13, 2025

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