

## 2022-2023 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 by 4pm the Monday before the check-run date.**

**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.**

<b><u>Must be received by A/P Office:</u></b>	<b><u>Check Run Dates:</u></b>
July 11, 2022	July 15, 2022
July 25, 2022	July 29, 2022
August 8, 2022	August 12, 2022
August 22, 2022	August 26, 2022
September 5, 2022	September 9, 2022
September 19, 2022	September 23, 2022
October 3, 2022	October 7, 2022
October 17, 2022	October 21, 2022
October 31, 2022	November 4, 2022
November 14, 2022	November 18, 2022
November 28, 2022	December 2, 2022
December 12, 2022	December 16, 2022
January 2, 2023	January 6, 2023
January 9, 2023	January 13, 2023
January 23, 2023	January 27, 2023
February 6, 2023	February 10, 2023
February 20, 2023	February 24, 2023
March 6, 2023	March 10, 2023
March 20, 2023	March 24, 2023
April 3, 2023	April 6, 2023
April 17, 2023	April 21, 2023
May 1, 2023	May 5, 2023
May 15, 2023	May 19, 2023
May 29, 2023	June 2, 2023
June 12, 2023	June 16, 2023

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