



ACCOUNTS PAYABLE KEY POINTS & TIMELINES

1. Invoices/Purchase Orders will be processed on Wednesdays of each week.
 - a. All information must be to the Accounts Payable Specialist (Diane Chromy) by 3 pm on Tuesday in order to be included in the week's batch of payments.
 - b. Information for payments received by the Accounts Payable Specialist after 3 pm on Tuesday will be processed the following week.
2. Checks will be cut and distributed on Thursday of each week.
3. Mileage checks are processed according to the cut-off dates listed on the Mileage/Claim Form Pay Schedule. Checks will be distributed the day after each School Board meeting.
4. Mileage claims received after the cut-off date will be processed the following month.
5. If a check is needed for a conference or field trip, please make sure to turn in all necessary paperwork at least 2 weeks in advance.

*** These days may vary due to absences and school closings ***