

**FINANCE PAYMENT PREPARATION SCHEDULE  
OCTOBER 8, 2020 - SEPTEMBER 23, 2021**

<b>Payroll Check Date:</b>	<b>Accounts Payable Check Run Date:</b>	<b>Accounts Payable Notes:</b>
October 9, 2020	Thursday, October 8, 2020	<p>There is no cut-off date/time to have invoices to A/P for the upcoming "Check Run Date." We are paying invoices according to Prompt Payment Policy. <b>You MUST date stamp your invoices in as you receive them.</b></p> <p>Tuesday, December 29, 2020</p> <p>We offer an "Off Week <b>Emergency Only</b>" Payment run. Urgency for the payment is approved by Sondra or Jeff. The invoice must be in A/P Tuesday by noon and marked <b>"For Emergency Payment Run."</b> Payment is normally run that Thursday.</p>
October 23, 2020	Thursday, October 22, 2020	
November 6, 2020	Thursday, November 5, 2020	
November 20, 2020	Thursday, November 19, 2020	
December 4, 2020	Thursday, December 3, 2020	
December 18, 2020	Thursday, December 17, 2020	
December 31, 2020	Thursday, December 29, 2020	
January 15, 2021	Thursday, January 14, 2021	
January 29, 2021	Thursday, January 28, 2020	
February 12, 2021	Thursday, February 11, 2021	
February 26, 2021	Thursday, February 25, 2021	
March 12, 2021	Thursday, March 11, 2021	
March 26, 2021	Thursday, March 25, 2021	
April 9, 2021	Thursday, April 8, 2021	
April 23, 2021	Thursday, April 22, 2021	
May 7, 2021	Thursday, May 6, 2021	
May 21, 2021	Thursday, May 20, 2021	
June 4, 2021	Thursday, June 3, 2021	
June 18, 2021	Thursday, June 17, 2021	
July 2, 2021	Thursday, July 1, 2021	
July 16, 2021	Thursday, July 15, 2021	
July 30, 2021	Thursday, July 29, 2021	
August 13, 2021	Thursday, August 12, 2021	
August 27, 2021	Thursday, August 26, 2021	
September 10, 2021	Thursday, September 9, 2021	
September 24, 2021	Thursday, September 23, 2021	