



## Accounts Payable Calendar 23-24 School Year

Purchase Order Deadline	Day of the Week	Date Checks are posted and ACH sent out	Day of the Week	Notes
07/02/23	Tuesday	07/07/23	Friday	
07/18/23	Tuesday	07/21/23	Friday	
08/01/23	Tuesday	08/04/23	Friday	
08/15/23	Tuesday	08/18/23	Friday	
08/29/23	Tuesday	09/01/23	Friday	
09/12/23	Tuesday	09/15/23	Friday	
09/26/23	Tuesday	09/29/23	Friday	
10/10/23	Tuesday	10/13/23	Friday	
10/24/23	Tuesday	10/27/23	Friday	
11/07/23	Tuesday	11/10/23	Friday	
11/17/23	Friday	11/21/23	Tuesday	Thanksgiving
12/05/23	Tuesday	12/08/23	Friday	
12/18/23	Monday	12/21/23	Thursday	Christmas
01/02/24	Tuesday	01/05/24	Friday	
01/16/24	Tuesday	01/19/24	Friday	
01/30/24	Tuesday	02/02/24	Friday	
02/13/24	Tuesday	02/16/24	Friday	
02/24/24	Tuesday	03/01/24	Friday	
03/12/24	Tuesday	03/15/24	Friday	
03/22/24	Friday	03/29/24	Friday	Spring break
04/09/24	Tuesday	04/12/24	Friday	
04/23/24	Tuesday	04/26/24	Friday	
05/07/24	Tuesday	05/10/24	Friday	
05/21/24	Tuesday	05/24/24	Friday	
06/04/24	Tuesday	06/07/24	Friday	
06/18/24	Tuesday	06/21/24	Friday	
06/28/24	Friday	07/02/24	Tuesday	4th of July
07/16/24	Tuesday	07/19/24	Friday	

**IMPORTANT**

- Note 1** Final day for purchase orders to be submitted and included in the 23-24 budget year is **May 24th, 2024**. Missing this date means that the expense could be pushed to the 24/25 school year as its not included in the board approved final budget
  
- Note 2** Final day to create purchase orders with a 2024 number is and included in the 23/24 school year is **7/15/2024**. Missing this date means the expense will not be included in the 23/24 school year and, instead, included in your 24/25 budget.
  
- Note 3** Purchase orders with a 2024 number, and not paid by the 7/19/2024 date, will need to be **deleted** and a new PO created with a **2025 PO number**. This will be **excluded** from the 23/24 fiscal year