

• **Accounts Payable** • **Pcard Cut-off** • **Bank Statement** **Calendar 2019-2020**

| July | | | | | August | | | | | September | | | | | October | | | | |
|------|----|----|----|----|--------|----|----|----|----|-----------|----|----|----|----|---------|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 2 | 3 | 4 | 5 | 6 | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | 30 | 28 | 29 | 30 | 31 | | | | | | | |

| November | | | | | December | | | | | January | | | | | February | | | | |
|----------|----|----|----|----|----------|----|----|----|----|---------|----|----|----|----|----------|----|----|----|----|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 10* | 11 | 12 | 13 | 14 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | | | |

*February 10th AP Cutoff

| March | | | | | April | | | | | May | | | | | June | | | | | | |
|-------|----|----|----|----|-------|----|----|----|----|-----|-----|----|----|----|------|----|----|----|----|---|---|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | | |
| | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | | | | | 1 | | 1 | 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | | |
| 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | | |
| 23 | 24 | 25 | 26 | 27 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | | |
| 30 | 31 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 29* | 30 | | | | | | | | | |

*June cut-off end of FY-20

- Pink highlighted dates - **AP Cut-Off Dates** - All invoices must be submitted to Jessica **BEFORE cut-off** to ensure payment that week. Any invoice put through the turtle must be in on the **Friday BEFORE cut-off** as the turtle does not run on Mondays. Please note that the months of December, January, and March will be different from the regular AP schedules due to the Holidays and closed District Office.
- Yellow highlighted dates - **Pcard Statement Dates** - All transactions dated prior to the statement date must be submitted and approved in Skyward within a week. Pcard transactions should be processed on a weekly basis.
- Green highlighted dates - **Bank Statements Dates** - Elementary & Emerson should turtle their bank statements to Angela as soon as all checks and deposits have been entered into Skyward so they can be reconciled