**ACCOUNTS PAYABLE CHECKS SCHEDULE**

**July 2025- June 2026**

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| --- | --- |
| DATE PAPERWORK MUST BE IN TO FINANCE | CHECK PAY DATE |
| JUNE 27, 2025 | **JULY 4, 2025** |
| JULY 4, 2025 | **JULY 11, 2025** |
| JULY 11, 2025 | **JULY 18, 2025** |
| JULY 18, 2025 | **JULY 25, 2025** |
| JULY 25, 2025 | **AUG 1, 2025** |
| AUG 1, 2025 | **AUG 8, 2025** |
| AUG 8, 2025 | **AUG 15, 2025** |
| AUG 15, 2025 | **AUG 22, 2025** |
| AUG 22, 2025 | **AUG 29, 2025** |
| AUG 29, 2025 | **SEPT 5, 2025** |
| SEPT 5, 2025 | **SEPT 12, 2025** |
| SEPT 12, 2025 | **SEPT 19, 2025** |
| SEPT 19, 2025 | **SEPT 26, 2025** |
| SEPT 26, 2025 | **OCT 3, 2025** |
| OCT 3, 2025 | **OCT 10, 2025** |
| OCT 10, 2025 | **OCT 17, 2025** |
| OCT 17, 2025 | **OCT 24, 2025** |
| OCT 24, 2025 | **OCT 31, 2025** |
| OCT 31, 2025 | **NOV 7, 2025** |
| NOV 7, 2025 | **NOV 14, 2025** |
| NOV 14, 2025 | **NOV 21, 2025** |
| NOV 21, 2025 | **DEC 5, 2025** |
| DEC 5, 2025 | **DEC 12, 2025** |
| DEC 12, 2025 | **DEC 18, 2025** |
| DEC 18, 2025 | **JAN 9, 2026** |
| JAN 9, 2026 | **JAN 16, 2026** |
| JAN 16, 2026 | **JAN 23, 2026** |
| JAN 23, 2026 | **JAN 30, 2026** |
| JAN 30, 2026 | **FEB 6, 2026** |
| FEB 6, 2026 | **FEB 13, 2026** |
| FEB 13, 2026 | **FEB 20, 2026** |
| FEB 20, 2026 | **FEB 27, 2026** |
| FEB 27, 2026 | **MAR 6, 2026** |
| MAR 6, 2026 | **MAR 13, 2026** |
| MAR 13, 2026 | **MAR 20, 2026** |
| DATE PAPERWORK MUST BE IN TO FINANCE | **CHECK PAY DATE** |
| MAR 20, 2026 | **MAR 27, 2026** |
| MAR 27, 2026 | **APR 02, 2026** |
| APR 02, 2026 | **APR 17, 2026** |
| APR 17, 2026 | **APR 24, 2026** |
| APR 24, 2026 | **MAY 01, 2026** |
| MAY 1, 2026 | **MAY 8, 2026** |
| MAY 8, 2026 | **MAY 15, 2026** |
| MAY 15, 2026 | **MAY 22, 2026** |
| MAY 22, 2026 | **MAY 29, 2026** |
| MAY 29, 2026 | **JUNE 5, 2026** |
| JUNE 5, 2026 | **JUNE 12, 2026** |
| JUNE 12, 2026 | **JUNE 19, 2026** |
| JUNE 19, 2026 | **JUNE 26, 2026** |

FINANCE DEPARTMENT WILL PROCESS ACCOUNTS PAYABLE EVERY WEEK.

PAPERWORK HAS TO BE TO ACCOUNTS PAYABLE BY FRIDAY IN ORDER FOR IT TO BE PAID EFFECTIVE THE FOLLOWING FRIDAY.

(Example: received by AP on Friday 6/30/23; processed on Wednesday 7/5/23 for payment on Friday 7/7/23).