

Due Dates for Board Approved Checks to be Written

<u>Board Meeting Date</u>	<u>Cutoff Date to Finance Director</u>	<u>Board Packet Date</u>
August 10, 2011	August 1, 2011	August 5, 2011
September 7, 2011	August 29, 2011	September 2, 2011
October 5, 2011	September 26, 2011	September 30, 2011
November 9, 2011	October 31, 2011	November 4, 2011
December 7, 2011	November 28, 2011	December 2, 2011
January 11, 2012	January 2, 2012	January 6, 2012
February 8, 2012	January 30, 2012	February 3, 2012
March 7, 2012	February 27, 2012	March 2, 2012
April 4, 2012	March 26, 2012	March 30, 2012
May 9, 2012	April 30, 2012	May 4, 2012
June 6, 2012	May 29, 2012	June 1, 2012
July 11, 2012	July 2, 2012	July 6, 2012

In order to have a check approved for payment by the School Board at its scheduled meeting date and a check issued the day after, all invoices, travel reimbursement requests, payments for conferences, etc. must be submitted to the Finance Director by the date in the middle column. The date in the last column is when the board packet is provided to all board members.

Items received after this date will not be paid until the day after the **following** month's board meeting.