



Accounts Payable Vendor Payment Schedule for Fiscal Year 2023-2024

The Finance Department – Accounts Payable Division will follow the below schedule:

1. All invoices are due on Monday by 3 pm.
2. Any invoices received after the due date will be processed for the following run.
3. There will be no manual checks.
4. All vendor checks will be mailed.
5. There will be no exceptions to the payment schedule.

DUE DATE BY 3:00 PM

October 2, 2023
 October 16, 2023
 October 30, 2023
 November 13, 2023
 November 27, 2023
 December 11, 2023
 December 25, 2023
 January 8, 2024
 January 22, 2024
 February 5, 2024
 * February 19, 2024
 March 4, 2024
 March 18, 2024
 April 1, 2024
 April 15, 2024
 April 29, 2024
 May 13, 2024
 * May 27, 2024
 June 10, 2024
 June 24, 2024
 July 8, 2024
 July 22, 2024
 August 5, 2024
 August 19, 2024
 * September 2, 2024
 September 16, 2024
 September 30, 2024

PRINT CHECKS

October 5, 2023
 October 19, 2023
 November 2, 2023
 November 16, 2023
 November 30, 2023
 December 14, 2023
 December 28, 2023
 January 11, 2024
 January 25, 2024
 February 8, 2024
 February 22, 2024
 March 7, 2024
 March 21, 2024
 April 4, 2024
 April 18, 2024
 May 2, 2024
 May 16, 2024
 May 30, 2024
 June 13, 2024
 June 27, 2023
 July 11, 2024
 July 25, 2024
 August 8, 2024
 August 22, 2024
 September 5, 2024
 September 19, 2024
 October 3, 2024

MAIL CHECKS AFTER 2:30 PM

October 6, 2023
 October 20, 2023
 November 3, 2023
 November 17, 2023
 December 1, 2023
 December 15, 2023
 December 29, 2023
 January 12, 2024
 January 26, 2024
 February 9, 2024
 February 23, 2024
 March 8, 2024
 March 22, 2023
 April 5, 2024
 April 19, 2024
 May 3, 2024
 May 17, 2024
 May 31, 2024
 June 14, 2024
 June 28, 2024
 July 12, 2024
 July 26, 2024
 August 9, 2024
 August 23, 2024
 September 6, 2024
 September 20, 2024
 October 4, 2024

*Means Invoices are due on Friday at 3 pm due to a Holiday.

Note: The City has up to 30 days to issue payment.
If payment is not received by the 30th day, please contact the Accounts Payable Division.