

Town of Suffield - Finance Department

Date: July 19, 2013
To: All Boards, Commissions and Department Heads
From: Debbie Cerrato
RE: 2013/14 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2013/14.

Invoices should be submitted by noon on the Tuesday of the week that checks are issued.

All special check requests must be approved by Debbie Cerrato.

The schedule is as follows:

<u>Cut Off</u>	<u>Check Date</u>
07/16/13	07/18/13
07/30/13	08/01/13
08/13/13	08/15/13
08/27/13	08/29/13
09/10/13	09/12/13
09/24/13	09/26/13
10/08/13	10/10/13
10/22/13	10/24/13
11/05/13	11/07/13
11/19/13	11/21/13
12/03/13	12/05/13
12/17/13	12/19/13
12/31/13	01/02/14
01/14/14	01/16/14
01/28/14	01/30/14
02/11/14	02/13/14
02/25/14	02/27/14
03/11/14	03/13/14
03/25/14	03/27/14
04/08/14	04/10/14
04/22/14	04/24/14
05/06/14	05/08/14
05/20/14	05/22/14
06/03/14	06/05/14
06/17/14	06/19/14
07/01/14	07/03/14
07/15/14	07/17/14
07/29/14	07/31/14 FINAL