**PURCHASE ORDER PAYMENT SCHEDULE**

**2024-2025**

**School Year**

Please return **signed green sheets (receiving reports), bills, invoices, mileage logs, travel reimbursements and signed vouchers** to be paid at the board's monthly meeting **by** the following due dates. Please submit to the Accounting Department, not the Business Office.

Plan accordingly. **Any orders submitted after the deadline dates will be processed for the following month's meeting.**

**Monthly Meeting Deadline Dates**

**July 16, 2024 July 3, 2024**

**August 20, 2024 August 9, 2024**

**September 17, 2024 September 6, 2024**

**October 15, 2024 October 4, 2024**

**November 19, 2024 November 6, 2024\***

**December 17, 2024 December 6, 2024**

**January 21, 2025 January 10, 2025**

**February 18, 2025 February 7, 2025**

**March 25, 2025 March 14, 2025**

**April 29, 2025 April 11, 2025\***

**May 20, 2025 May 9, 2025**

**June 17, 2025 June 6, 2025**

As of 05/31/2024