

**2014/2015 ACCOUNTS PAYABLE CALENDAR**

<b>INVOICE CUTOFF DATE *</b>	<b>CHECK PRINT DATE</b>	<b>CHECK MAIL DATE</b>
06/17/14	06/19/14	06/25/14
<b>Fiscal Year 2014/2015</b>		
07/01/14	07/03/14	07/09/14
07/15/14	07/17/14	07/23/14
08/05/14	08/07/14	08/13/14
<b>08/5/14 - Fiscal Year 13-14 Cut Off</b>		
08/19/14	08/21/14	
09/02/14	09/04/14	09/10/14
09/16/14	09/18/14	09/24/14
10/07/14	10/09/14	10/15/14
10/21/14	10/23/14	10/29/14
11/04/14	11/06/14	11/12/14 (TBD)
11/18/14	11/20/14	11/26/14
12/02/14	12/04/14	12/10/14
12/16/14	12/18/14	12/24/14
01/06/15	01/08/15	01/15/15
01/20/15	01/22/15	01/28/15
02/03/15	02/05/15	02/11/15
02/17/15	02/19/15	02/25/15
03/03/15	03/05/15	03/11/15
03/17/15	03/19/15	03/25/15
04/07/15	04/09/15	04/15/15
04/21/15	04/23/15	04/29/15
05/05/15	05/07/15	05/13/15
05/19/15	05/21/15	05/27/15
06/02/15	06/04/15	06/10/15
06/16/15	06/18/15	06/24/15

*\* Invoices are due by noon on the cut-off date. Please allow sufficient time for required departmental authorizations to avoid bulk delivery on the invoice cut-off date*

*Please inform vendors that payment terms are generally on a standard 30 day basis*

*Please make sure that all vendors who require a City Business License are current and that W-9 form is on file for them, so as to not delay payment*

*Please inform Finance of any need for unavoidable emergency payments*

*Please refrain from requesting direct hand delivery or City Hall pick up of vendor checks*