

**City of Palos Verdes Estates
Accounts Payable Cutoff Dates**

2019 ACCOUNTS PAYABLE CALENDAR		
INVOICE CUTOFF DATE *	CHECK PRINT DATE	CHECK MAIL DATE
01/02/19	01/09/19	01/10/19
01/15/19	01/22/19	01/23/19
02/05/19	02/12/19	02/13/19
02/19/19	02/26/19	02/27/19
03/05/19	03/12/19	03/13/19
03/19/19	03/26/19	03/27/19
04/02/19	04/09/19	04/10/19
04/16/19	04/23/19	04/24/19
05/07/19	05/14/19	05/15/19
05/21/19	05/28/19	05/29/19
06/04/19	06/11/19	06/12/19
06/18/19	06/25/19	06/26/19
07/02/19	07/09/19	07/10/19
07/16/19	07/23/19	07/24/19
08/06/19	08/13/19	08/14/19
08/20/19	08/27/19	08/28/19
09/03/19	09/10/19	09/11/19
09/17/19	09/24/19	09/25/19
10/01/19	10/08/19	10/09/19
10/15/19	10/22/19	10/23/19
10/29/19	11/05/19	11/06/19
11/12/19	11/19/19	11/20/19
12/03/19	12/10/19	12/13/19
12/17/19	12/23/19	12/24/19
01/07/19	01/14/19	01/15/19

** 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