

CHECK PAY CALENDAR
JULY 2026 - DECEMBER 2026

Column A	Column B	Column C
SUBMISSION DATES POs - QUOTES- INVOICES (RECEIPTS) PACKING SLIPS	LAST DAY TO Submit	CHECK PAID DATE
JUN 20-JUN 26	JUN 26 AT NOON	JULY 2
JUN 27 - JULY 3	JULY 2 AT NOON	JULY 10
JULY 4 - JULY 10	JULY 10 AT NOON	JULY 17
JULY 11 - JULY17	JULY 17 AT NOON	JULY 24
JULY 18 - JULY 24	JULY 24 AT NOON	JULY 31
JULY 25 - JULY 31	JULY 31 AT NOON	AUG 7
AUG 1 - AUG 7	AUG 7 AT NOON	AUG 14
AUG 8 - AUG 14	AUG 14 AT NOON	AUG 21
AUG 15 - AUG 21	AUG 21 AT NOON	AUG 28
AUG 22 - AUG 28	AUG 28 AT NOON	SEPT 4
AUG 29 - SEPT 4	SEPT 4 AT NOON	SEPT 11
SEPT 5 - SEPT 11	SEPT 11 AT NOON	SEPT 18
SEPT 12 - SEPT 18	SEPT 18 AT NOON	SEPT 25

SUBMISSION DATES POs - QUOTES- INVOICES (RECEIPTS) PACKING SLIPS	LAST DAY TO Submit	CHECK PAID DATE
SEPT 19 - SEPT 25	SEPT 25 AT NOON	OCT 2
SEPT 26 - OCT 2	OCT 2 AT NOON	OCT 9
OCT 3 - OCT 9	OCT 9 AT NOON	OCT 16
OCT 10 - OCT 16	OCT 16 AT NOON	OCT 23
OCT 17 - OCT 23	OCT 23 AT NOON	OCT 30
OCT 24 - OCT 30	OCT 30 AT NOON	NOV 6
OCT 31 - NOV 6	NOV 6 AT NOON	NOV 13
NOV 7 - NOV 13	NOV 13 AT NOON	NOV 20
NOV 14 - NOV 20	NOV 20 AT NOON	NOV 25
NOV 21 - NOV 27	NOV 25 AT NOON	DEC 4
NOV 28 - DEC 4	DEC 4 AT NOON	DEC 11
DEC 5 - DEC 11	DEC 11 AT NOON	DEC 18
DEC 12 - DEC 18	DEC 18 AT NOON <u>WILL BE PAID AFTER THE HOLIDAYS</u>	JAN 8

Notes:

If a check is needed on or before the date in the **BLUE** Column C, all paperwork must be submitted to Accounts Payable during the time frame shown in Column A & B.

Column A - Time frame paper work is due to the accounts payable office to meet the CHECK PAID DATE.

Column B - Final day and time to submit paperwork to receive check on the "CHECK PAID DATE". If the deadline is missed the check will be processed the following week.

Column C - Checks will be ready for pickup on this date.