



Accounts Payable Calendar 24-25 School Year

Purchase Order Deadline	Day of the Week	Date Checks are posted and ACH sent out	Day of the Week	Notes
06/28/24	Friday	07/02/24	Tuesday	
07/16/24	Tuesday	07/19/24	Friday	
07/30/24	Tuesday	08/02/24	Friday	
08/13/24	Tuesday	08/16/24	Friday	
08/27/24	Tuesday	08/30/24	Friday	
09/10/24	Tuesday	09/13/24	Friday	
09/24/24	Tuesday	09/27/24	Friday	
10/01/24	Tuesday	10/11/24	Friday	
10/22/24	Tuesday	10/25/24	Friday	
11/05/24	Tuesday	11/08/24	Friday	
11/19/24	Tuesday	11/22/24	Friday	
12/03/24	Tuesday	12/06/24	Friday	
12/17/24	Monday	12/20/24	Thursday	
12/31/24	Tuesday	01/03/25	Friday	
01/14/25	Tuesday	01/17/25	Friday	
01/28/25	Tuesday	01/31/25	Friday	
02/11/25	Tuesday	02/14/25	Friday	
02/25/25	Tuesday	02/28/25	Friday	
03/11/25	Tuesday	03/14/25	Friday	
03/21/25	Friday	03/28/25	Friday	Spring break
04/08/25	Tuesday	04/11/25	Friday	
04/22/25	Tuesday	04/25/25	Friday	
05/06/25	Tuesday	05/09/25	Friday	
05/20/25	Tuesday	05/23/25	Friday	
06/03/25	Tuesday	06/06/25	Friday	
06/17/25	Tuesday	06/20/25	Friday	
06/27/25	Friday	07/02/25	Thursday	4th of July
07/15/25	Tuesday	07/18/25	Friday	

IMPORTANT

- Note 1** Final day for purchase orders to be submitted and included in the 24-25 budget year is **May 23rd, 2025**. Missing this date means that the expense could be pushed to the 25/26 school year as its not included in the board approved final budget

- Note 2** Final day to create purchase orders with a 2024 number and included in the 24/25 school year is **7/15/2025**. Missing this date means the expense will not be included in the 24/25 school year and, instead, included in your 25/26 budget.

- Note 3** Purchase orders with a 2025 number, and not paid by the 7/18/2025 date, will need to be **deleted and a new PO created with a 2026 PO number**. This will be **excluded** from the 24/25 fiscal year