

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers
 From: Kari Elenbaas
 Date: August 13, 2019
 Re: Friday Accounts Payable Check Run Dates for 2019/2020

| <u>CHECK RUN DATE</u> | <u>BATCH NUMBER</u> | <u>CUT-OFF DATE 12:00 pm</u> | <u>CHECK RUN DATE</u> | <u>BATCH NUMBER</u> | <u>CUT-OFF DATE 12:00</u> | | |
|-----------------------|------------------------------|------------------------------|-----------------------|---------------------|------------------------------|-----|------------|
| 07/03/19 | Wednesday | 401 | Tues 2-Jul | 01/10/20 | Friday | 426 | Wed 8-Jan |
| 07/12/19 | Friday | 402 | Wed 10-Jul | 01/17/20 | Friday | 427 | Wed 15-Jan |
| 07/19/19 | Friday | 403 | Wed 17-Jul | 01/24/20 | Friday | 428 | Wed 22-Jan |
| 07/26/19 | Friday | 404 | Wed 24-Jul | 01/31/20 | Friday | 429 | Wed 29-Jan |
| 08/02/19 | Friday (posting month 08) | 405 | Wed 31-Jul | 02/07/20 | Friday | 430 | Wed 5-Feb |
| 08/09/19 | Friday | 406 | Wed 7-Aug | 02/14/20 | Friday | 431 | Wed 12-Feb |
| 08/16/19 | Friday | 407 | Wed 14-Aug | 02/21/20 | Friday | 432 | Wed 19-Feb |
| 08/23/19 | Friday | 408 | Wed 21-Aug | 02/28/20 | Friday | 433 | Wed 26-Feb |
| 08/30/19 | Friday | 409 | Wed 28-Aug | 03/06/20 | Friday | 434 | Wed 4-Mar |
| 09/06/19 | Friday | 410 | Wed 4-Sep | 03/13/20 | Friday | 435 | Wed 11-Mar |
| 09/13/19 | Friday | 411 | Wed 11-Sep | 03/20/20 | Friday | 436 | Wed 18-Mar |
| 09/20/19 | Friday | 412 | Wed 18-Sep | 03/27/20 | Friday | 437 | Wed 25-Mar |
| 09/27/19 | Friday | 413 | Wed 25-Sep | 04/03/20 | Friday | 438 | Wed 1-Apr |
| 10/04/19 | Friday | 414 | Wed 2-Oct | 04/09/20 | Thursday | 439 | Tues 7-Apr |
| 10/11/19 | Friday | 415 | Wed 9-Oct | 04/17/20 | Friday | 440 | Wed 15-Apr |
| 10/18/19 | Friday | 416 | Wed 16-Oct | 04/24/20 | Friday | 441 | Wed 22-Apr |
| 10/25/19 | Friday | 417 | Wed 23-Oct | 05/01/20 | Friday (posting month 05) | 442 | Wed 29-Apr |
| 11/01/19 | Friday (posting month 11) | 418 | Wed 30-Oct | 05/08/20 | Friday | 443 | Wed 6-May |
| 11/08/19 | Friday | 419 | Wed 6-Nov | 05/15/20 | Friday | 444 | Wed 13-May |
| 11/15/19 | Friday | 420 | Wed 13-Nov | 05/22/20 | Friday | 445 | Wed 20-May |
| 11/22/19 | Friday | 421 | Wed 20-Nov | 05/29/20 | Friday | 446 | Wed 27-May |
| 11/27/19 | Wednesday | 422 | Tues 26-Nov | 06/05/20 | Friday | 447 | Wed 3-Jun |
| 12/06/19 | Friday | 423 | Wed 4-Dec | 06/12/20 | Friday | 448 | Wed 10-Jun |
| 12/13/19 | Friday | 424 | Wed 11-Dec | 06/19/20 | Friday | 449 | Wed 17-Jun |
| 12/20/19 | Friday | 425 | Wed 18-Dec | 06/26/20 | Friday | 450 | Wed 24-Jun |

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. DS80060

The cut-off time is noon on Wednesday (unless otherwise noted).

Remember to email your reports to accountspayable@wcskids.net
 Subject: Check Run 7-1-18 Batch DS10060 @ 525.00 with Notes