

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers  
 From: Kari Elenbaas  
 Date: June 15, 2021  
 Re: Friday Accounts Payable Check Run Dates for 2021/2022

<u>CHECK RUN DATE</u>	<u>BATCH NUMBER</u>	<u>CUT-OFF DATE</u> <u>12:00 pm</u>	<u>CHECK RUN DATE</u>	<u>BATCH NUMBER</u>	<u>CUT-OFF DATE</u> <u>12:00 pm</u>
07/02/21	Friday (posting month 07)	601	01/07/22	Friday	627
07/09/21	Friday	602	01/14/22	Friday	628
07/16/21	Friday	603	01/21/22	Friday	629
07/23/21	Friday	604	01/28/22	Friday	630
07/30/21	Friday	605	02/04/22	Friday	631
08/06/21	Friday	606	02/11/22	Friday	632
08/13/21	Friday	607	02/18/22	Friday	633
08/20/21	Friday	608	02/25/22	Friday	634
08/27/21	Friday	609	03/04/22	Friday	635
09/03/21	Friday	610	03/11/22	Friday	636
09/10/21	Friday	611	03/18/22	Friday	637
09/17/21	Friday	612	03/25/22	Friday	638
09/24/21	Friday	613	04/01/22	Friday (posting month 04)	639
10/01/21	Friday (posting month 10)	614	04/08/22	Friday	640
10/08/21	Friday	615	04/15/22	Friday	641
10/15/21	Friday	616	04/22/22	Friday	642
10/22/21	Friday	617	04/29/22	Friday	643
10/29/21	Friday	618	05/06/22	Friday	644
11/05/21	Friday	619	05/13/22	Friday	645
11/12/21	Friday	620	05/20/22	Friday	646
11/19/21	Friday	621	05/27/22	Friday	647
11/24/21	<b>Wednesday</b>	622	06/03/22	Friday	648
12/03/21	Friday	623	06/10/22	Friday	649
12/10/21	Friday	624	06/17/22	Friday	650
12/17/21	Friday	625	06/24/22	Friday	651
12/23/21	Thursday	626	06/30/22	Thursday	652

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. TE62460

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

Remember to email your reports to [accountspayable@wcskids.net](mailto:accountspayable@wcskids.net)  
 Subject: Check Run 12-10-21 Batch TE62460 @ 525.00 with Notes