FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers

From: Kari Elenbaas

Date: May 15, 2017

Re: Friday Accounts Payable Check Run Dates for 2017/2018

CHECK RUN DATE		BATCH NUMBER	CUT-OFF DATE 12:00 pm	
07/07/17	Friday	201	Wed	5-Jul
07/14/17	Friday	202	Wed	12-Jul
07/21/17	Friday	203	Wed	19-Jul
07/28/17	Friday	204	Wed	26-Jul
08/04/17	Friday	205	Wed	2-Aug
08/11/17	Friday	206	Wed	9-Aug
08/18/17	Friday	207	Wed	16-Aug
08/25/17	Friday	208	Wed	23-Aug
09/01/17	Friday	209	Wed	30-Aug
09/08/17	Friday	210	Wed	6-Sep
09/15/17	Friday	211	Wed	13-Sep
09/22/17	Friday	212	Wed	20-Sep
09/29/17	Friday	213	Wed	27-Sep
10/06/17	Friday	214	Wed	4-Oct
10/13/17	Friday	215	Wed	11-Oct
10/20/17	Friday	216	Wed	18-Oct
10/27/17	Friday	217	Wed	25-Oct
11/03/17	Friday	218	Wed	1-Nov
11/10/17	Friday	219	Wed	8-Nov
11/17/17	Friday	220	Wed	15-Nov
11/22/16	**Wednesday**	221	**Mon.**	**20-Nov**
12/01/17	Friday	222	Wed	29-Nov
12/08/17	Friday	223	Wed	6-Dec
12/15/17	Friday	224	Wed	13-Dec
12/21/17	**Thursday**	225	**Tues**	**19-Dec**

CHECK RUN DATE		BATCH NUMBER	CUT-OFF DATE 12:00	
01/05/18	Friday	226	Wed	4-Jan
01/12/18	Friday	227	Wed	10-Jan
01/19/18	Friday	228	Wed	17-Jan
01/26/18	Friday	229	Wed	24-Jan
02/02/18	Friday	230	Wed	31-Jan
02/09/18	Friday	231	Wed	7-Feb
02/16/18	Friday	232	Wed	14-Feb
02/23/18	Friday	233	Wed	21-Feb
03/02/18	Friday	234	Wed	28-Feb
03/09/18	Friday	235	Wed	7-Mar
03/16/18	Friday	236	Wed	14-Mar
03/23/18	Friday	237	Wed	21-Mar
03/29/18	**Thursday**	238	**Tues**	**27-Mar**
04/06/18	Friday	239	Wed	4-Apr
04/13/18	Friday	240	Wed	11-Apr
04/20/18	Friday	241	Wed	18-Apr
04/27/18	Friday	242	Wed	25-Apr
05/04/18	Friday	243	Wed	2-May
05/11/18	Friday	244	Wed	9-May
05/18/18	Friday	245	Wed	16-May
05/25/18	Friday	246	Wed	23-May
06/01/18	Friday	247	Wed	30-May
06/08/18	Friday	248	Wed	6-Jun
06/15/18	Friday	249	Wed	13-Jun
06/22/18	Friday	250	Wed	20-Jun
06/29/18	Friday	251	Wed	27-Jun

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. CB80060

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

Remember to email your reports to **accountspayable@wcskids.net**

Subject: Check Run 7-1-16 Batch CB10060 @ 525.00 with Notes