

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers  
 From: Kari Elenbaas  
 Date: June 26, 2023  
 Re: Friday Accounts Payable Check Run Dates for 2023/2024

<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>
07/07/23	Friday	801	Wed	5-Jul	
07/14/23	Friday	802	Wed	12-Jul	
07/21/23	Friday	803	Wed	19-Jul	
07/28/23	Friday	804	Wed	26-Jul	
08/04/23	Friday	805	Wed	2-Aug	
08/11/23	Friday	806	Wed	9-Aug	
08/18/23	Friday	807	Wed	16-Aug	
08/25/23	Friday	808	Wed	23-Aug	
09/01/23	Fri-Sept Posting	809	Wed	30-Aug	
09/08/23	Friday	810	Wed	6-Sep	
09/15/23	Friday	811	Wed	13-Sep	
09/22/23	Friday	812	Wed	20-Sep	
09/29/23	Friday	813	Wed	27-Sep	
10/06/23	Friday	814	Wed	4-Oct	
10/13/23	Friday	815	Wed	11-Oct	
10/20/23	Friday	816	Wed	18-Oct	
10/27/23	Friday	817	Wed	25-Oct	
11/03/23	Friday	818	Wed	1-Nov	
11/10/23	Friday	819	Wed	8-Nov	
11/17/23	Friday	820	Wed	15-Nov	
11/21/23	Tue-If needed	821	Monday	20-Nov	
12/01/23	Fri-Dec Posting	822	Mon	29-Nov	
12/08/23	Friday	823	Wed	6-Dec	
12/15/23	Friday	824	Wed	13-Dec	
12/21/23	Thursday	825	Wed	20-Dec	
12/29/23	N/A	826	N/A	N/A	
01/05/24	Friday	827	Wed	3-Jan	
01/12/24	Friday	828	Wed	10-Jan	
01/19/24	Friday	829	Wed	17-Jan	
01/26/24	Friday	830	Wed	24-Jan	
02/02/24	Fri-Feb Posting	831	Wed	31-Jan	
02/09/24	Friday	832	Wed	7-Feb	
02/16/24	Friday	833	Wed	14-Feb	
02/23/24	Friday	834	Wed	21-Feb	
03/01/24	Fri-March Post	835	Wed	28-Feb	
03/08/24	Friday	836	Wed	6-Mar	
03/15/24	Friday	837	Wed	13-Mar	
03/22/24	Friday	838	Wed	20-Mar	
03/28/24	Thursday	839	Wed	27-Mar	
04/05/24	Friday	840	Wed	3-Apr	
04/12/24	Friday	841	Wed	10-Apr	
04/19/24	Friday	842	Wed	17-Apr	
04/26/24	Friday	843	Wed	24-Apr	
05/03/24	Friday	844	Wed	1-May	
05/10/24	Friday	845	Wed	8-May	
05/17/24	Friday	846	Wed	15-May	
05/24/24	Friday	847	Wed	22-May	
05/31/24	Friday	848	Wed	29-May	
06/07/24	Friday	849	Wed	5-Jun	
06/14/24	Friday	850	Wed	12-Jun	
06/21/24	Friday	851	Wed	19-Jun	
06/28/24	Friday	852	Wed	26-Jun	

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. TE82460

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

Post Month is always the month of the check date.

Remember to email your reports to [accountspayable@wcskids.net](mailto:accountspayable@wcskids.net)

Subject: Check Run 12-15-23 Batch TE82460 @ 525.00 with Notes