

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers  
 From: Kari Elenbaas  
 Date: June 11, 2018  
 Re: Friday Accounts Payable Check Run Dates for 2018/2019

<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>		
07/06/18	Friday	301	Tues 3-Jul	01/04/19	Friday	326	Wed 2-Jan
07/13/18	Friday	302	Wed 11-Jul	01/11/19	Friday	327	Wed 9-Jan
07/20/18	Friday	303	Wed 18-Jul	01/18/19	Friday	328	Wed 16-Jan
07/27/18	Friday	304	Wed 25-Jul	01/25/19	Friday	329	Wed 23-Jan
08/03/18	Friday	305	Wed 1-Aug	02/01/19	Friday	330	Wed 30-Jan
08/10/18	Friday	306	Wed 8-Aug	02/08/19	Friday	331	Wed 6-Feb
08/17/18	Friday	307	Wed 15-Aug	02/15/19	Friday	332	Wed 13-Feb
08/24/18	Friday	308	Wed 22-Aug	02/22/19	Friday	333	Wed 20-Feb
08/31/18	Friday	309	Wed 29-Aug	03/01/19	Friday	334	Wed 27-Feb
09/07/18	Friday	310	Wed 5-Sep	03/08/19	Friday	335	Wed 6-Mar
09/14/18	Friday	311	Wed 12-Sep	03/15/19	Friday	336	Wed 13-Mar
09/21/18	Friday	312	Wed 19-Sep	03/22/19	Friday	337	Wed 20-Mar
09/28/18	Friday	313	Wed 26-Sep	03/29/18	Friday	338	Wed 27-Mar
10/05/18	Friday	314	Wed 3-Oct	04/05/19	Friday	339	Wed 3-Apr
10/12/18	Friday	315	Wed 10-Oct	04/12/19	Friday	340	Wed 10-Apr
10/19/18	Friday	316	Wed 17-Oct	04/18/19	Thursday	341	Tues 16-Apr
10/26/18	Friday	317	Wed 24-Oct	04/26/19	Friday	342	Wed 24-Apr
11/02/18	Friday	318	Wed 31-Oct	05/03/19	Friday	343	Wed 1-May
11/09/18	Friday	319	Wed 7-Nov	05/10/19	Friday	344	Wed 8-May
11/16/18	Friday	320	Wed 14-Nov	05/17/19	Friday	345	Wed 15-May
11/20/18	Tuesday	321	Mon. 19-Nov	05/24/19	Friday	346	Wed 22-May
11/30/18	Friday	322	Wed 28-Nov	05/31/19	Friday	347	Wed 29-May
12/07/18	Friday	323	Wed 5-Dec	06/07/19	Friday	348	Wed 5-Jun
12/14/18	Friday	324	Wed 12-Dec	06/14/19	Friday	349	Wed 12-Jun
12/21/18	Friday	325	Wed 19-Dec	06/21/19	Friday	350	Wed 19-Jun
				06/28/19	Friday	351	Wed 26-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](mailto:accountspayable@wcskids.net)  
 Subject: Check Run 7-1-18 Batch DS10060 @ 525.00 with Notes