

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers
 From: Kari Elenbaas
 Date: June 17, 2022
 Re: Friday Accounts Payable Check Run Dates for 2022/2023

<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>		
07/01/22	Friday	701	Wed 29-Jun	01/06/23	Friday	727	Wed 4-Jan
07/08/22	Friday	702	Wed 6-Jul	01/13/23	Friday	728	Wed 11-Jan
07/15/22	Friday	703	Wed 13-Jul	01/20/23	Friday	729	Wed 18-Jan
07/22/22	Friday	704	Wed 20-Jul	01/27/23	Friday	730	Wed 25-Jan
07/29/22	Friday	705	Wed 27-Jul	02/03/23	Friday	731	Wed 1-Feb
08/05/22	Friday	706	Wed 3-Aug	02/10/23	Friday	732	Wed 8-Feb
08/12/22	Friday	707	Wed 10-Aug	02/17/23	Friday	733	Wed 15-Feb
08/19/22	Friday	708	Wed 17-Aug	02/24/23	Friday	734	Wed 22-Feb
08/26/22	Friday	709	Wed 24-Aug	03/03/23	Friday	735	Wed 1-Mar
09/02/22	Friday	710	Wed 31-Aug	03/10/23	Friday	736	Wed 8-Mar
09/09/22	Friday	711	Wed 7-Sep	03/17/23	Friday	737	Wed 15-Mar
09/16/22	Friday	712	Wed 14-Sep	03/24/23	Friday	738	Wed 22-Mar
09/23/22	Friday	713	Wed 21-Sep	03/31/23	Friday	739	Wed 29-Mar
09/30/22	Friday	714	Wed 28-Sep	04/06/23	Thursday	740	Wed 5-Apr
10/07/22	Friday	715	Wed 5-Oct	04/14/23	Friday	741	Wed 12-Apr
10/14/22	Friday	716	Wed 12-Oct	04/21/23	Friday	742	Wed 19-Apr
10/21/22	Friday	717	Wed 19-Oct	04/28/23	Friday	743	Wed 26-Apr
10/28/22	Friday	718	Wed 26-Oct	05/05/23	Friday	744	Wed 3-May
11/04/22	Friday	719	Wed 2-Nov	05/12/23	Friday	745	Wed 10-May
11/11/22	Friday	720	Wed 9-Nov	05/19/23	Friday	746	Wed 17-May
11/18/22	Friday	721	Wed 16-Nov	05/26/23	Friday	747	Wed 24-May
11/22/22	Tuesday	722	Mon 21-Nov	06/02/23	Friday	748	Wed 31-May
12/02/22	Friday	723	Wed 30-Nov	06/09/23	Friday	749	Wed 7-Jun
12/09/22	Friday	724	Wed 7-Dec	06/16/23	Friday	750	Wed 14-Jun
12/16/22	Friday	725	Wed 14-Dec	06/23/23	Friday	751	Wed 21-Jun
12/21/22	Wednesday	726	Tues 20-Dec	06/30/23	Friday	752	Wed 28-Jun

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. TE72460

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
 Subject: Check Run 12-9-22 Batch TE72460 @ 525.00 with Notes