

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers  
From: Linda Austin  
Date: June 11, 2015  
Re: Friday Accounts Payable Check Run Dates for 2015/2016

<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</u>
7/1/2015	Wednesday	900	Tues 30-Jun	1/8/2016	Friday	926	Wed 6-Jan
7/10/2015	Friday	901	Wed 8-Jul	1/15/2016	Friday	927	Wed 13-Jan
7/17/2015	Friday	902	Wed 15-Jul	1/22/2016	Friday	928	Wed 20-Jan
7/24/2015	Friday	903	Wed 22-Jul	1/29/2016	Friday	929	Wed 27-Jan
7/31/2015	Friday	904	Wed 29-Jul	2/5/2016	Friday	930	Wed 3-Feb
8/7/2015	Friday	905	Wed 5-Aug	2/12/2016	Friday	931	Wed 10-Feb
8/14/2015	Friday	906	Wed 12-Aug	2/19/2016	Friday	932	Wed 17-Feb
8/21/2015	Friday	907	Wed 19-Aug	2/26/2016	Friday	933	Wed 24-Feb
8/28/2015	Friday	908	Wed 26-Aug	3/4/2016	Friday	934	Wed 2-Mar
9/4/2015	Friday	909	Wed 2-Sep	3/11/2016	Friday	935	Wed 9-Mar
9/11/2015	Friday	910	Wed 9-Sep	3/18/2016	Friday	936	Wed 16-Mar
9/18/2015	Friday	911	Wed 16-Sep	3/24/2016	Thursday	937	Wed 23-Mar
9/25/2015	Friday	912	Wed 23-Sep	4/1/2016	Friday	938	Wed 30-Mar
10/2/2015	Friday	913	Wed 30-Sep	4/8/2016	Friday	939	Wed 6-Apr
10/9/2015	Friday	914	Wed 7-Oct	4/15/2016	Friday	940	Wed 13-Apr
10/16/2015	Friday	915	Wed 14-Oct	4/22/2016	Friday	941	Wed 20-Apr
10/23/2015	Friday	916	Wed 21-Oct	4/29/2016	Friday	942	Wed 27-Apr
10/30/2015	Friday	917	Wed 28-Oct	5/6/2016	Friday	943	Wed 4-May
11/6/2015	Friday	918	Wed 4-Nov	5/13/2016	Friday	944	Wed 11-May
11/13/2015	Friday	919	Wed 11-Nov	5/20/2016	Friday	945	Wed 18-May
11/20/2015	Friday	920	Wed 18-Nov	5/27/2016	Friday	946	Wed 25-May
11/24/2015	Tuesday	921	Mon. 11/23 Thanksgiving break	6/3/2016	Friday	947	Wed 1-Jun
12/4/2015	Friday	922	Wed 2-Dec	6/10/2016	Friday	948	Wed 8-Jun
12/11/2015	Friday	923	Wed 9-Dec	6/17/2016	Friday	949	Wed 15-Jun
12/18/2015	Friday	924	Wed 16-Dec	6/24/2016	Friday	950	Wed 22-Jun
12/23/2015	Wednesday	925	Tues 22-Dec	6/30/2016	Thursday	951	Wed 29-Jun

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. CB90060

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 7-1-15 Batch CB90060 @ 525.00 (If applicable add Notes/Attachments)