

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers

From: Kari Elenbaas

Date:

Re: Friday Accounts Payable Check Run Dates for 2020/2021

<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>				
07/03/20	Friday	501	Wed	1-Jul	01/08/21	Friday	526	Wed	6-Jan
07/10/20	Friday	502	Wed	8-Jul	01/15/21	Friday	527	Wed	13-Jan
07/17/20	Friday	503	Wed	15-Jul	01/22/21	Friday	528	Wed	20-Jan
07/24/20	Friday	504	Wed	22-Jul	01/29/21	Friday	529	Wed	27-Jan
07/31/20	Friday	505	Wed	29-Jul	02/05/21	Friday	530	Wed	3-Feb
08/07/20	Friday	506	Wed	5-Aug	02/12/21	Friday	531	Wed	10-Feb
08/14/20	Friday	507	Wed	12-Aug	02/19/21	Friday	532	Wed	17-Feb
08/21/20	Friday	508	Wed	19-Aug	02/26/21	Friday	533	Wed	24-Feb
08/28/20	Friday	509	Wed	26-Aug	03/05/21	Friday	534	Wed	3-Mar
09/04/20	Friday	510	Wed	2-Sep	03/12/21	Friday	535	Wed	10-Mar
09/11/20	Friday	511	Wed	9-Sep	03/19/21	Friday	536	Wed	17-Mar
09/18/20	Friday	512	Wed	16-Sep	03/26/21	Friday	537	Wed	24-Mar
09/25/20	Friday	513	Wed	23-Sep	04/01/21	Thursday (posting month 04)	538	Tues	30-Mar
10/02/20	Friday (posting month 10)	514	Wed	30-Sep	04/09/21	Friday	539	Wed	7-Apr
10/09/20	Friday	515	Wed	7-Oct	04/16/21	Friday	540	Wed	14-Apr
10/16/20	Friday	516	Wed	14-Oct	04/23/21	Friday	541	Wed	21-Apr
10/23/20	Friday	517	Wed	21-Oct	04/30/21	Friday	542	Wed	28-Apr
10/30/20	Friday	518	Wed	28-Oct	05/07/21	Friday	543	Wed	5-May
11/06/20	Friday	519	Wed	4-Nov	05/14/21	Friday	544	Wed	12-May
11/13/20	Friday	520	Wed	11-Nov	05/21/21	Friday	545	Wed	19-May
11/20/20	Friday	521	Wed	18-Nov	05/28/21	Friday	546	Wed	26-May
11/25/20	Wednesday	522	Tues	24-Nov	06/04/21	Friday	547	Wed	2-Jun
12/04/20	Friday	523	Wed	2-Dec	06/11/21	Friday	548	Wed	9-Jun
12/11/20	Friday	524	Wed	9-Dec	06/18/21	Friday	549	Wed	16-Jun
12/18/20	Friday	525	Wed	16-Dec	06/25/21	Friday	550	Wed	23-Jun

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. TE50760

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

Remember to email your reports to accountspayable@wcskids.net

Subject: Check Run 8-12-20 Batch TE50760 @ 525.00 with Notes