

**SCOTT COUNTY SCHOOLS
2018 - 2019
ACCOUNTS PAYABLE SCHEDULE**

Invoices & Travel Reimbursement For The Month Of:	Vendor Invoices & Travel Reimbursement Requests Are Due:	Invoices & Travel Reimbursement Will Be Submitted For Board Approval On:
July	July 31, 2018	August 30, 2018
August	August 31, 2018	September 20, 2018
September	September 30, 2018	October 18, 2018
October	October 31, 2018	November 15, 2018
November	November 28, 2018	December 6, 2018
December	December 31, 2018	January 17, 2019
January	January 31, 2019	February 21, 2019
February	February 28, 2019	March 21, 2019
March	March 31, 2019	April 18, 2019
April	April 30, 2019	May 16, 2019
May	May 31, 2019	June 20, 2019
June	June 30, 2019	July 18, 2019

Invoices are due in the Business Office on the dates listed above. Invoices should be approved and returned to the Business Office as received during the month to ensure prompt payment to vendors. Checks are mailed the day after the Board meeting.

In most cases, if travel is received by Tuesday prior, a reimbursement will be processed on Thursday. Travel Reimbursement requests must be properly approved, with required receipts attached to prevent delays in reimbursements. Travel Reimbursements are Direct Deposited to the employees account as designated for payroll.

(PLEASE NOTE: DATES MAY CHANGE IF BOARD MEETING DATES CHANGE)