

LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building

TO: District Staff
FROM: Kathy Boyce, Assistant Business Manager
RE: Accounts Payable Check Processing Deadlines
DATE: December 18, 2018

In order to have adequate time to close the financial books on a monthly basis and produce the necessary monthly reports, we are asking that all requests for payments be received at the Business Office by 4:00 p.m. of the dates specified below.

There will be no guarantee of payment if the reimbursement request is received after the due dates.

Board Meeting Dates

Monday, January 7, 2019
Monday, February 4, 2019
Monday, March 4, 2019
Monday, April 1, 2019
Monday, May 6, 2019
Monday, June 10, 2019
Fiscal year close-out processing
Monday, August 5, 2019
Tuesday, September 3, 2019
Monday, October 7, 2019
Monday, November 4, 2019
Thursday, December 5, 2019
Monday, January 6, 2020

Due Dates for Payment Requests

Wednesday, December 19, 2018
Wednesday, January 23, 2019
Wednesday, February 20, 2019
Wednesday, March 20, 2019
Wednesday, April 24, 2019
Wednesday, May 29, 2019
Wednesday, July 10, 2019
Wednesday, July 24, 2019
Wednesday, August 21, 2019
Wednesday, September 25, 2019
Wednesday, October 23, 2019
Wednesday, November 20, 2019
Wednesday, December 18, 2019

The due dates above apply to all reimbursements to employees (travel, dental, vision, etc.) as well as payments to all outside vendors. Any 2018-19 reimbursement requests received after July 10, 2019 will be applied against the following year's allotment, assuming there were balances available at fiscal year's end. All reimbursements, including dental, vision, and itemized supply and travel vouchers occurring prior to June 30, 2019 must be submitted by July 10, 2019 to be incorporated in the 2018-2019 budget year.

Note: A schedule for the 2020 calendar year will be issued after the December 5, 2019 Board meeting.