

FISCAL SERVICES DEPARTMENT MEMO

To: School Secretaries/Bookkeepers
 From: Kari Elenbaas
 Date: May 22, 2024
 Re: Friday Accounts Payable Check Run Dates for 2024/2025

<u>CHECK RUN DATE</u>		<u>BATCH NUMBER</u>	<u>CUT-OFF DATE 12:00 pm</u>		<u>CHECK RUN DATE</u>		<u>BATCH NUMBER</u>	<u>CUT-OFF DATE 12:00 pm</u>	
07/03/24	Wednesday	901	N/A	N/A	01/03/25	Friday	927	N/A	N/A
07/12/24	Friday	902	Wed	10-Jul	01/10/25	Friday	928	Wed	8-Jan
07/19/24	Friday	903	Wed	17-Jul	01/17/25	Friday	929	Wed	15-Jan
07/26/24	Friday	904	Wed	24-Jul	01/24/25	Friday	930	Wed	22-Jan
08/02/24	Friday-Aug Post	905	Wed	31-Jul	01/31/25	Friday	931	Wed	29-Jan
08/09/24	Friday	906	Wed	7-Aug	02/07/25	Friday	932	Wed	5-Feb
08/16/24	Friday	907	Wed	14-Aug	02/14/25	Friday	933	Wed	12-Feb
08/23/24	Friday	908	Wed	21-Aug	02/21/25	Friday	934	Wed	19-Feb
08/30/24	Friday	909	Wed	28-Aug	02/28/25	Friday	935	Wed	26-Feb
09/06/24	Friday	910	Wed	4-Sep	03/07/25	Friday	936	Wed	5-Mar
09/13/24	Friday	911	Wed	11-Sep	03/14/25	Friday	937	Wed	12-Mar
09/20/24	Friday	912	Wed	18-Sep	03/21/25	Friday	938	Wed	19-Mar
09/27/24	Friday	913	Wed	25-Sep	03/28/25	Friday	939	Wed	26-Mar
10/04/24	Friday	914	Wed	2-Oct	04/04/25	Friday	940	Wed	2-Apr
10/11/24	Friday	915	Wed	9-Oct	04/11/25	Friday	941	Wed	9-Apr
10/18/24	Friday	916	Wed	16-Oct	04/17/25	Thursday	942	Wed	16-Apr
10/25/24	Friday	917	Wed	23-Oct	04/25/25	Friday	943	Wed	23-Apr
11/01/24	Friday-Nov Post	918	Wed	30-Oct	05/02/25	Friday-May Post	944	Wed	30-Apr
11/08/24	Friday	919	Wed	6-Nov	05/09/25	Friday	945	Wed	7-May
11/15/24	Friday	920	Wed	13-Nov	05/16/25	Friday	946	Wed	14-May
11/22/24	Friday	921	Wed	20-Nov	05/23/25	Friday	947	Wed	21-May
11/26/24	Tuesday	922	N/A	N/A	05/30/25	Friday	948	Wed	28-May
12/06/24	Friday	923	Wed	4-Dec	06/06/25	Friday	949	Wed	4-Jun
12/13/24	Friday	924	Wed	11-Dec	06/13/25	Friday	950	Wed	11-Jun
12/20/24	Friday	925	Wed	18-Dec	06/20/25	Friday	951	Wed	18-Jun
12/27/24	N/A	926	N/A	N/A	06/27/25	Friday	952	Wed	25-Jun

PLEASE USE THE FOLLOWING FORMAT TO SET UP BATCHES: USER INITIALS + BATCH # + BUILDING CODE, E.G. TE92460

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@wckids.net
 Subject: Check Run 12-13-24 Batch TE92460 @ 525.00 with Notes