

Town of Suffield - Finance Department

Date: July 1, 2015
To: All Boards, Commissions and Department Heads
From: Debbie Cerrato
RE: 2015/16 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2015/16.

Invoices should be submitted by noon on the Tuesday of the week that checks are issued.

There are exceptions when there is a holiday during that week. **All special check requests must be approved by Debbie Cerrato.**

The schedule is as follows:

<u>Cut Off</u>	<u>Check Date</u>
6/30/15	7/2/15
7/14/15	7/16/15
7/28/15	7/30/15
8/11/15	8/13/15
8/25/15	8/27/15
9/8/15	9/10/15
9/22/15	9/24/15
10/6/15	10/8/15
10/20/15	10/22/15
11/3/15	11/5/15
11/17/15	11/19/15
12/1/15	12/3/15
12/15/15	12/17/15
12/29/15	12/31/15
1/12/16	1/14/16
1/26/16	1/28/16
2/9/16	2/11/16
2/23/16	2/25/16
3/8/16	3/10/16
3/22/16	3/24/16
4/5/16	4/7/16
4/19/16	4/21/16
5/3/16	5/5/16
5/17/16	5/19/16
5/31/16	6/2/16
6/14/16	6/16/16
6/28/16	6/30/16
7/12/16	7/14/16
7/26/16	07/28/16 FINAL