

*Topic:*

## **Accounts Payable Calendar and Fiscal Year End June 30**

*Reference or Contact:*     [Accounts Payable](#)

### **Accounts Payable Calendar**

The Accounts Payable Department issues checks each day of the week district personnel are scheduled to work with the exceptions of cut off dates for holidays.

Checks are issued for pick up and mailing as instructed on the Payment Authorization (PA), Activity Fund Payment (AFP) or on the Check Request.

See *Check Request* and *Payment Authorizations and Activity Fund Payments* procedures for further information.

### **Fiscal Year End**

As we are only able to enter the payment against the current fiscal year budget until June 30<sup>th</sup>; anything delivered by June 30<sup>th</sup> and invoiced by June 30<sup>th</sup> needs to be released for payment out of the current school year's budget. Therefore; Accounts Payable needs purchase orders checked in and any outstanding invoices/receipts for the current year's PO's to be signed and dated and sent to Purchasing as soon as the order/invoice/receipt is received. Purchasing will receive the order and send the invoice/receipt to Accounts Payable.

All PA and AFP payments with the current fiscal year's budget being used to pay employee reimbursements, etc. will need to be sent to Accounts Payable as soon as possible during the month of June to meet the June 30<sup>th</sup> deadline.

Check Requests will need to be entered and all documentation attached for the current fiscal year staff development invoices, fees, dues, memberships, permits, and in town registration fees during the month of June to meet the June 30<sup>th</sup> deadline.