

## Town of Suffield - Finance Department

**Date:** July 3, 2014  
**To:** All Boards, Commissions and Department Heads  
**From:** Debbie Cerrato  
**RE:** 2014/15 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2014/15.

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>
07/01/14	07/03/14
07/15/14	07/17/14
07/29/14	07/31/14
08/12/14	08/14/14
08/26/14	08/28/14
09/09/14	09/11/14
09/23/14	09/25/14
10/07/14	10/09/14
10/21/14	10/23/14
11/04/14	11/06/14
11/18/14	11/20/14
12/02/14	12/04/14
12/16/14	12/18/14
12/29/14 Monday	12/31/14 Wednesday
01/13/15	01/15/15
01/27/15	01/26/15
02/10/15	02/12/15
02/24/15	02/26/15
03/10/15	03/12/15
03/24/15	03/26/15
04/07/15	04/09/15
04/21/15	04/23/15
05/05/15	05/07/15
05/19/15	05/21/15
06/02/15	06/04/15
06/16/15	06/18/15
06/30/15	07/02/15
07/14/15	07/16/15
07/28/14	07/30/15 FINAL