

## Town of Suffield - Finance Department

**Date:** June 15, 2016  
**To:** All Boards, Commissions and Department Heads  
**From:** Debbie Cerrato  
**RE:** 2016/17 Accounts Payable Schedule

Accounts payable and other non-payroll checks will be written on a bi-weekly schedule for fiscal year 2016/17.

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>
7/12/16	7/14/16
7/26/16	7/28/16
8/9/16	8/11/16
8/23/16	8/25/16
9/6/16	9/8/16
9/20/16	9/22/16
10/4/16	10/6/16
10/18/16	10/20/16
11/1/16	11/3/16
11/15/16	11/17/16
11/29/16	12/1/16
12/13/16	12/15/16
12/27/16	12/29/16
1/10/17	1/12/17
1/24/17	1/26/17
2/7/17	2/9/17
2/21/17	2/23/17
3/7/17	3/9/17
3/21/17	3/23/17
4/4/17	4/6/17
4/18/17	4/20/17
5/2/17	5/4/17
5/16/17	5/18/17
5/30/17	6/1/17
6/13/17	6/15/17
6/27/17	6/29/17
7/11/17	7/13/17
7/25/17	7/27/17 FINAL