

Town of Suffield - Finance Department

DATE: JULY 1, 2010
TO: ALL BOARDS, COMMISSIONS AND DEPARTMENT HEADS
CC: CHRIS MILLS
FROM: DEBBIE CERRATO
RE: 2010/11 ACCOUNTS PAYABLE SCHEDULE

Generally, accounts payable and other non-payroll checks will be written on the second and fourth Thursday of each month in the fiscal year 10/11.

Cut-off for Thursday payments will be at noon on the Tuesday of that week.

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>
07/6/10	07/08/10
07/20/10	07/22/10
08/10/10	08/12/10
08/24/10	08/26/10
09/07/10	09/09/10
09/21/10	09/23/10
10/12/10	10/14/10
10/26/10	10/28/10
11/08/10 (Monday)	11/10/10 (Wednesday)
11/22/10 (Monday)	11/24/10 (Wednesday)
12/07/10	12/09/10
12/20/10 (Monday)	12/22/10 (Wednesday)
01/11/11	01/13/11
01/25/11	01/27/11
02/08/11	02/10/11
02/22/11	02/24/11
03/08/11	03/10/11
03/22/11	03/24/11
04/12/11	04/14/11
04/26/11	04/28/11
05/10/11	05/12/11
05/24/11	05/26/11
06/07/11	06/09/11
06/21/11	06/23/11
07/12/11	07/14/11
07/26/11	07/28/11 (FINAL)