

## 2018-2019 Accounts Payable & P-Card Calendar

- Accounts Payable Information Due in Finance by 12 noon
- Accounts Payable Checks Pay Date
- P-Card Cycle Closing Date (Normally 2nd day of the month, but subject to change by SunTrust)
- Last Day to Approve Transactions in ESP by 12 noon
- Final Day for P-Card Purchases for 2018-2019 school year
- AP Checks not written the weeks of Thanksgiving, Christmas, and Spring Break

JULY 2018							AUGUST 2018							SEPTEMBER 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2*	3	4	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10*	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10*	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
*P-Card Cycle Closing							*P-Card Transaction Approvals							30 *P-Card Transaction Approvals							
OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9*	10	2	3	4	5	6	7*	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
*P-Card Transaction Approvals							*P-Card Transaction Approvals							30 31 *P-Card Transaction Approvals							
JANUARY 2019							FEBRUARY 2019							MARCH 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2*	3	4	5						1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8*	9	3	4	5	6	7	8*	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
*P-Card Cycle Closing							*P-Card Transaction Approvals							31 *P-Card Transaction Approvals							
APRIL 2019							MAY 2019							JUNE 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10*	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10*	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
							*P-Card Transaction Approvals							30 *P-Card Transaction Approvals							

**IMPORTANT NOTE:**

The final regular Accounts Payable check processing date for the 2018-2019 school year will be June 21st, so all outstanding payments must be submitted to Finance by June 17th.