

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



TO: All persons involved in paying bills
FROM: Dorothy Hughes
DATE: July 24, 2017
RE: Docket Payments

CALENDAR FOR ACCOUNTS PAYABLE		
2017-2018		
Cut-off Date (Invoices)	Cut-off Date (Travel)	Board Meeting Date
July 25, 2017	July 31, 2017	August 8, 2017
August 25, 2017	August 31, 2017	September 12, 2017
September 22, 2017	September 29, 2017	October 10, 2017
October 20, 2017	October 31, 2017	November 14, 2017
November 17, 2017	November 30, 2017	December 12, 2017
December 15, 2017	December 21, 2017	January 9, 2018
January 26, 2018	January 31, 2018	February 13, 2018
February 23, 2018	February 28, 2018	March 20, 2018
March 23, 2018	March 30, 2018	April 10, 2018
April 20, 2018	April 30, 2018	May 8, 2018
May 25, 2018	May 31, 2018	June 12, 2018
June 22, 2018	June 25, 2018	June 29, 2018

To ensure that all documents are placed on the docket for processing they must be in the Accounts Payable Department according to the cutoff schedule.

Incomplete documents will be returned.

***If there are any changes you will be informed by MEMO.**