

## 2008-2009 CHECK WRITING SCHEDULE

Listed below are the check issuance dates for the 2008-09 school year.

**EMERGENCY SITUATIONS:** The District does not have a handwritten (manual) check. All requests for issuance of checks should be through the normal check cycle listed below except for emergency situations. Contact the Accounting department for emergency situation.

<u>CUT OFF DATE</u>				<u>CHECK ISSUANCE DATE</u>		
Tuesday	12:00 P.M.	September	2	September	4	Thursday
Monday	12:00 P.M.	September	15	September	17	Wednesday
Monday	12:00 P.M.	September	29	October	1	Wednesday
Monday	12:00 P.M.	October	6	October	8	Wednesday
Monday	12:00 P.M.	October	13	October	15	Wednesday
Monday	12:00 P.M.	October	20	October	22	Wednesday
Monday	12:00 P.M.	October	27	October	29	Wednesday
Monday	12:00 P.M.	November	3	November	5	Wednesday
Monday	12:00 P.M.	November	10	November	12	Wednesday
Monday	12:00 P.M.	November	17	November	19	Wednesday
Thursday	12:00 P.M.	November	20	November	24	Monday
Monday	12:00 P.M.	December	1	December	3	Wednesday
Monday	12:00 P.M.	December	8	December	10	Wednesday
Monday	12:00 P.M.	December	15	December	17	Wednesday
Monday	12:00 P.M.	January	5	January	7	Wednesday
Monday	12:00 P.M.	January	12	January	14	Wednesday
Monday	12:00 P.M.	January	19	January	21	Wednesday
Monday	12:00 P.M.	January	26	January	28	Wednesday
Monday	12:00 P.M.	February	2	February	4	Wednesday
Monday	12:00 P.M.	February	9	February	11	Wednesday
Monday	12:00 P.M.	February	16	February	18	Wednesday
Monday	12:00 P.M.	February	23	February	25	Wednesday
Monday	12:00 P.M.	March	2	March	4	Wednesday
Monday	12:00 P.M.	March	9	March	11	Wednesday
Monday	12:00 P.M.	March	23	March	25	Wednesday
Monday	12:00 P.M.	March	30	April	1	Wednesday

**2008-09 CHECK WRITING SCHEDULE  
(Cont'd)**

<u>CUT OFF DATE</u>				<u>CHECK ISSUANCE DATE</u>		
Monday	12:00 P.M.	April	6	April	8	Wednesday
Tuesday	12:00 P.M.	April	14	April	16	Thursday
Monday	12:00 P.M.	April	20	April	22	Wednesday
Monday	12:00 P.M.	April	27	April	29	Wednesday
Monday	12:00 P.M.	May	4	May	6	Wednesday
Monday	12:00 P.M.	May	11	May	13	Wednesday
Monday	12:00 P.M.	May	18	May	20	Wednesday
Tuesday	12:00 P.M.	May	26	May	28	Thursday
Monday	12:00 P.M.	June	1	June	3	Wednesday
Monday	12:00 P.M.	June	8	June	10	Wednesday
Monday	12:00 P.M.	June	15	June	17	Wednesday
Monday	12:00 P.M.	June	22	June	24	Wednesday
Monday	12:00 P.M.	July	20	July	22	Wednesday
Monday	12:00 P.M.	July	27	July	29	Wednesday
Monday	12:00 P.M.	August	3	August	5	Wednesday
Monday	12:00 P.M.	August	10	August	12	Wednesday
Monday	12:00 P.M.	August	17	August	19	Wednesday
Monday	12:00 P.M.	August	24	August	26	Wednesday

1. Accounting will process for payment receiving copies and invoices received no later than the cut-off date and time specified on the check writing schedule. Receiving copies and invoices received after the cut-off date and time specified on the check writing schedule will be processed the following cycle. Original documentation is required for payment.
2. Checks to be returned to the campus will be delivered on the day after the Check Issuance Date.
3. The above cycle is tentative and weekly check cycles may occur differently than indicated.