

Town of Suffield - Finance Department

DATE: JULY 22, 2011
TO: ALL BOARDS, COMMISSIONS AND DEPARTMENT HEADS
CC: CHRIS MILLS
FROM: DEBBIE CERRATO
RE: 2011/12 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 2011/12.

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> |
|-------------------|----------------------|
| 07/26/11 | 07/28/11 |
| 08/09/11 | 08/11/11 |
| 08/23/11 | 08/25/11 |
| 09/06/11 | 09/08/11 |
| 09/20/11 | 09/22/11 |
| 10/11/11 | 10/13/11 |
| 10/25/11 | 10/27/11 |
| 11/08/11 | 11/10/11 |
| 11/18/11 (Friday) | 11/23/11 (Wednesday) |
| 12/06/11 | 12/08/11 |
| 12/20/11 | 12/22/11 |
| 01/10/12 | 01/12/12 |
| 01/24/12 | 01/26/12 |
| 02/07/12 | 02/09/12 |
| 02/21/12 | 02/23/12 |
| 03/06/12 | 03/08/12 |
| 03/20/12 | 03/22/12 |
| 04/10/12 | 04/12/12 |
| 04/24/12 | 04/26/12 |
| 05/08/12 | 05/10/12 |
| 05/22/12 | 05/24/12 |
| 06/12/12 | 06/14/12 |
| 06/26/12 | 06/28/12 |
| 07/10/12 | 07/12/12 |
| 07/24/12 | 07/26/12 |
| | Final |