

2023-2024 WEEKLY ACCOUNTS PAYABLE (AP) SCHEDULE & EXCEPTIONS

CHECK DISTRIBUTION DATE	PAPERWORK DEADLINE	SCHEDULE
Weekly on Friday	Monday by end of day	Regular Weekly

AP CHECK DISTRIBUTION DATE	PAPERWORK DEADLINE	REASON FOR THE EXCEPTION TO SCHEDULE
Friday, September 8th	Tuesday, Sept 5th	Sept. 4 (Labor Day Holiday)
No AP Check Run Friday, September 29th	No AP Check Run	Sept. 25-27 (TCSA Conference)
No AP Check Run Friday, November 24th	No AP Check Run	Nov 22-24 (Thanksgiving Break)
No AP Check Run Friday, December 22nd Friday, December 29th	No AP Check Run	Dec 18 - Dec 29 (Winter Break)
Friday, January 5th	Tuesday, Jan 2nd	January 1 (Winter Break)
No AP Check Run Friday, March 15th	No AP Check Run	March 11-15 (Spring Break)
Thursday, March 28th	Monday, March 25th	March 29 (Spring Holiday)
Friday, May 31st	Tuesday, May 28th	May 27 (Memorial Day)

Orenda Charter Schools Accounts Payable (AP) checks are processed weekly and distributed on Friday, unless otherwise specified (see above for exceptions to the Weekly AP Schedule).

Please note that the distribution date is the date checks are mailed or handed out; processing and printing of checks is done in the days prior to the distribution date.

This schedule is strictly followed so please plan accordingly. All paperwork to process AP payments must be received by the Business Office by end of day on Monday or as listed above, for each AP check distribution. **Paperwork turned in must be complete (must include packing slips/delivery confirmation and signed pink copy of PO, if applicable) and approved to be included in the AP run for the same week.**

Unapproved or incomplete paperwork that is not corrected and completed by the end of day on Monday will be held for the next week's AP check distribution or until complete.

*** Be sure to check Google Drive through your Orenda email for the latest AP schedule in case changes are made during the school year***