

INVOICE* PAYMENT SCHEDULE JANUARY - JUNE 2016

Invoice* submitted for payment
Must be received **IN THE**
ACCOUNTING OFFICE BY THE
MAIL RUN OF THE DUE DATE

	Board Meeting date (payment Approval)	Payment Date (payment mailed)
DECEMBER 23, 2015	JANUARY 7 , 2016	JANUARY 8, 2016
JANUARY 7, 2016	JANUARY 21, 2016	JANUARY 22, 2016
JANUARY 21, 2016	FEBRUARY 4, 2016	FEBRUARY 5, 2016
FEBRUARY 4, 2016	FEBRUARY 18, 2016	FEBRUARY 19, 2016
FEBRUARY 17, 2016	MARCH 3, 2016	MARCH 4, 2016
MARCH 3, 2016	MARCH 17, 2016	MARCH 18, 2016
MARCH 31, 2016	APRIL 14, 2016	APRIL 15, 2016
APRIL 14, 2016	APRIL 28, 2016	APRIL 29, 2016
APRIL 28, 2016	MAY 12, 2016	MAY 13, 2016
MAY 26, 2016	JUNE 9, 2016	JUNE 10, 2016
JUNE 16, 2016	JUNE 30, 2016	JUNE 30, 2016

Please remember that invoices cannot be paid unless RPS has a current W-9 on file. Keystone will now let you know if there is not a W-9 on file, so it is up to you to contact the vendor and have a W-9 sent. They can fax it to 573-458-0105 or e-mail it.

Attention employees: All payments must be approved by the Board of Education. Please do not request payment of an invoice at any time other than on the approved dates as shown above. **WHEN PLANNING A FUND RAISER OR CONTRACTED SERVICES, PLEASE INFORM YOUR VENDOR OF THE PAYMENT SCHEDULE AND PLAN AHEAD TO INSURE YOUR PURCHASE REQUEST AND INVOICE ARE IN THE ACCOUNTING OFFICE, AT CENTRAL OFFICE PRIOR TO THE DEADLINE LISTED ABOVE. ANY PAYMENT REQUEST RECEIVED AFTER THE DEADLINE DATE MAIL RUN WILL BE PAID AT THE NEXT BOARD MEETING.**

* Invoice includes student loans, Pell grant, SEOG, student refunds, cafeteria refunds, travel and any other form of reimbursement request.