

Memo



Date: January 6, 2026
To: All Departments
From: Kary Zhang, Finance Technician
Re: 2026 Cut-Off Dates for Warrants

To ensure we meet deadlines, the Finance Department needs invoices, check requests, and travel expenses reimbursements to be submitted to the Finance Department no later than Thursday by 2:00 p.m. to meet the upcoming Council Meeting cutoffs. All invoices must be signed by authorized personnel and coded with the account numbers or a Purchase Order.

If invoices are received after the Thursday at 2:00 p.m. deadline, the invoices will be processed for the following Council Meeting.

Weekly check runs are for time sensitive invoices that include but not limited to the following and are paid every Thursday:

1. Library Tutors, Class Instructors, Beauticians.
2. Utilities
3. Employee reimbursements

Accounts Payable schedule for agenda deadlines are as follows:

DUE NO LATER THAN 2:00 pm on THURSDAY	
Council Meeting Date	Invoices Due Date
1/28/2026	1/15/2026
2/11/2026	1/29/2026
2/25/2026	2/12/2026
3/11/2026	2/26/2026
3/25/2026	3/12/2026
4/08/2026	3/26/2026
4/22/2026	4/09/2026
5/13/2026	4/30/2026
5/27/2026	5/14/2026
6/10/2026	5/28/2026
6/24/2026	6/11/2026
7/08/2026	6/25/2026
7/22/2026	7/09/2026
8/12/2026	7/30/2026
8/26/2026	8/13/2026
9/09/2026	8/27/2026
9/23/2026	9/10/2026
10/14/2026	9/24/2026
10/28/2026	10/08/2026
11/11/2026	10/29/2026
12/09/2026	11/25/2026

We appreciate your cooperation in adhering to these deadlines, which will ensure smooth processing for all. If you have any questions or concerns, please don't hesitate to contact me at ext. 222.

Kary Zhang
Finance Technician