

2016 PURCHASE ORDER PROCESSING SCHEDULE



PURCHASE ORDER DUE DATE	CHECKS READY
January 4, 2016	January 7, 2016
January 15, 2016 – (Friday)	January 21, 2016
February 1, 2016	February 4, 2016
February 12, 2016 – (Friday)	February 18, 2016
February 29, 2016	March 3, 2016
March 14, 2016	March 17, 2016
March 28, 2016	March 31, 2016
April 11, 2016	April 14, 2016
April 25, 2016	April 28, 2016
May 9, 2016	May 12, 2016
May 23, 2016	May 26, 2016
June 6, 2016	June 9, 2016
June 20, 2016	June 23, 2016
July 1, 2016 – (Friday)	July 7, 2016
July 18, 2016	July 21, 2016
August 1, 2016	August 4, 2016
August 15, 2016	August 18, 2016
August 29, 2016	September 1, 2016
September 12, 2016	September 15, 2016
September 26, 2016	September 29, 2016
October 10, 2016	October 13, 2016
October 24, 2016	October 27, 2016
November 7, 2016	November 10, 2016
November 18, 2016 – (Friday)	November 23, 2016
December 5, 2016	December 8, 2016
December 19, 2016	December 22, 2016
January 2, 2017	January 5, 2017
January 16, 2017	January 19, 2017

Demands not turned in on by 5:00 p.m on the due date will be processed on the following due date unless prior approved from the Board’s office is received.

**** Checks can be picked up after 4:00 p.m. on Thursday ****