

Riverview Gardens School District

INVOICE PROCESSING CALENDAR - SCHOOL COPY

YEAR 2022-2023

<u>MONTH</u>	<u>PURCHASE ORDERS/INVOICES RECEIPTED IN MUNIS BY:</u>	<u>INVOICES PROCESSED THROUGH:</u>	<u>CHECK RUN:</u>	<u>BOARD REPORT TO SUPERINTENDENT'S OFFICE:</u>	<u>CHECKS APPROVED BY BOARD ON:</u>	<u>CHECKS MAILED ON:</u>
			<u>1st & 3rd Tuesday</u>	<u>1st Wednesday</u>	<u>2nd & 4th Tuesday</u>	
JULY	July 1, 2022	July 5, 2022	July 5, 2022	July 6, 2022	July 12, 2022	July 13, 2022
JULY	July 18, 2022	July 19, 2022	July 19, 2022	July 20, 2022	July 26, 2022	July 27, 2022
AUGUST	August 1, 2022	August 2, 2022	August 2, 2022	August 3, 2022	August 9, 2022	August 10, 2022
AUGUST	August 15, 2022	August 16, 2022	August 16, 2022	August 17, 2022	August 23, 2022	August 24, 2022
SEPTEMBER	September 2, 2022	September 6, 2022	September 6, 2022	September 7, 2022	September 13, 2022	September 14, 2022
SEPTEMBER	September 19, 2022	September 20, 2022	September 20, 2022	September 21, 2022	September 27, 2022	September 28, 2022
OCTOBER	October 3, 2022	October 4, 2022	October 4, 2022	October 5, 2022	October 11, 2022	October 12, 2022
OCTOBER	October 17, 2022	October 18, 2022	October 18, 2022	October 19, 2022	October 25, 2022	October 26, 2022
NOVEMBER	November 1, 2022 By 10 a.m.	November 1, 2022	November 1, 2022	November 2, 2022	November 8, 2022	November 9, 2022
NOVEMBER	November 14, 2022	November 15, 2022	November 15, 2022	November 16, 2022	November 22, 2022	November 23, 2022
DECEMBER	December 5, 2022	December 6, 2022	December 6, 2022	December 7, 2022	December 13, 2022	December 14, 2022
DECEMBER	SCHOOLS CLOSED	SCHOOLS CLOSED	NO CHECKS	NO MEETING	NO MEETING	NO CHECKS
JANUARY	January 3, 2023 By 10 a.m.	January 3, 2023	January 3, 2023	January 4, 2023	January 10, 2023	January 11, 2023
JANUARY	January 17, 2023 By 10 a.m.	January 17, 2023	January 17, 2023	January 18, 2023	January 24, 2023	January 25, 2023
FEBRUARY	February 6, 2023	February 7, 2023	February 7, 2023	February 8, 2023	February 14, 2023	February 15, 2023
FEBRUARY	February 21, 2023 By 10 a.m.	February 21, 2023	February 21, 2023	February 22, 2023	February 28, 2023	March 1, 2023
MARCH	March 6, 2023	March 7, 2023	March 7, 2023	March 8, 2023	March 14, 2023	March 15, 2023
MARCH	SCHOOLS CLOSED	SCHOOLS CLOSED	NO CHECKS	NO REPORT	March 28, 2023	March 29, 2023
APRIL	April 3, 2023	April 4, 2023	April 4, 2023	April 5, 2023	April 11, 2023	April 12, 2023
APRIL	April 17, 2023	April 18, 2023	April 18, 2023	April 19, 2023	April 25, 2023	April 26, 2023
MAY	May 1, 2023	May 2, 2023	May 2, 2023	May 3, 2023	May 9, 2023	May 10, 2023
MAY	May 15, 2023	May 16, 2023	May 16, 2023	May 17, 2023	May 23, 2023	May 24, 2023
JUNE	June 5, 2023	June 6, 2023	June 6, 2023	June 7, 2023	June 13, 2023	June 14, 2023
JUNE	June 20, 2023 By 10 a.m.	June 20, 2023	June 20, 2023	June 21, 2023	June 27, 2023	June 28, 2023

Invoices/Purchase Orders received in Munis by 10 a.m. on June 20, 2023 will be paid on June 28, 2023.

All Purchase orders not received into Munis and matched to an invoice will be cancelled and all items/services Will come out of NEXT school year budget.