

Riverview Gardens School District

INVOICE PROCESSING CALENDAR - DISTRICT COPY SCHOOL YEAR 2024 - 2025

MONTH	PO LINES RECEIVED IN MUNIS BY:	INVOICES PROCESSED THRU 11a ON:	CHECKS WRITTEN ON:	BOARD REPORT TO SUPERINTENDENT'S OFFICE:	CHKS APPROVED BY BOARD ON:	CHKS MAILED ON:
			<u>1st & 3rd Tuesday</u>	<u>1st & 3rd Wednesday</u>	<u>2nd & 4th Tuesday</u>	
AUGUST	August 5, 2024	August 6, 2024	August 6, 2024	August 7, 2024	August 13, 2024	August 14, 2024
AUGUST	August 19, 2024	August 20, 2024	August 20, 2024	August 21, 2024	August 27, 2024	August 28, 2024
SEPTEMBER	August 30, 2024	September 3, 2024	September 3, 2024	September 4, 2024	September 10, 2024	September 11, 2024
SEPTEMBER	September 16, 2024	September 17, 2024	September 17, 2024	September 18, 2024	September 24, 2024	September 25, 2024
OCTOBER	September 30, 2024	October 1, 2024	October 1, 2024	October 2, 2024	October 8, 2024	October 9, 2024
OCTOBER	October 14, 2024	October 15, 2024	October 15, 2024	October 16, 2024	October 22, 2024	October 23, 2024
NOVEMBER	November 4, 2024	November 5, 2024	November 5, 2024	November 6, 2024	November 12, 2024	November 13, 2024
NOVEMBER	November 18, 2024	November 19, 2024	November 19, 2024	November 20, 2024	November 26, 2024	November 27, 2024
DECEMBER	December 2, 2024	December 3, 2024	December 3, 2024	December 6, 2023	December 10, 2024	December 11, 2024
DECEMBER	DISTRICT CLOSED	DISTRICT CLOSED	NO CHECKS	NO REPORT	NO MEETING	NO CHECKS
JANUARY	January 6, 2025	January 7, 2025	January 7, 2025	January 8, 2025	January 14, 2025	January 15, 2025
JANUARY	January 16, 2025	January 21, 2025	January 21, 2025	January 22, 2025	January 28, 2025	January 29, 2025
FEBRUARY	February 3, 2025	February 4, 2025	February 4, 2025	February 5, 2025	February 11, 2025	February 12, 2025
FEBRUARY	February 13, 2025	February 18, 2025	February 18, 2025	February 19, 2025	February 25, 2025	February 26, 2025
MARCH	March 3, 2025	March 4, 2025	March 4, 2025	March 6, 2024	March 11, 2025	March 12, 2025
MARCH	March 12, 2025	March 13, 2025	March 13, 2025	March 14, 2025	March 25, 2025	March 26, 2025
APRIL	April 1, 2024	April 1, 2025	April 1, 2025	April 2, 2025	April 8, 2025	April 9, 2025
APRIL	April 14, 2025	April 15, 2025	April 15, 2025	April 16, 2025	April 22, 2025	April 23, 2025
MAY	May 5, 2025	May 6, 2025	May 6, 2025	May 7, 2025	May 13, 2025	May 14, 2025
MAY	May 19, 2025	May 20, 2025	May 20, 2025	May 21, 2025	May 27, 2025	May 28, 2025
JUNE	June 2, 2025	June 3, 2025	June 3, 2025	June 4, 2025	June 10, 2025	June 11, 2025
JUNE	June 16, 2025	June 17, 2025	June 17, 2025	June 18, 2025	June 24, 2025	June 25, 2025

**ALL PURCHASE ORDERS NOT RECEIVED INTO MUNIS AND MATCHED TO
AN INVOICE WILL BE CANCELLED AND WILL COME OUT OF NEXT YEAR'S SCHOOL BUDGET.**

★ **SEND ALL INVOICES TO finance@rgsd.k12.mo.us; DO NOT ATTACH IN MUNIS, IT WILL NOT BE PROCESSED.**