

# Riverview Gardens School District

## INVOICE PROCESSING CALENDAR - DISTRICT COPY SCHOOL YEAR 2023 - 2024

MONTH	PO LINES RECEIPTED IN MUNIS BY:	INVOICES PROCESSED THRU 11a ON:	CHECKS WRITTEN	BOARD REPORT TO	CHKS APPROVED	CHKS MAILED ON:
			ON:	SUPERINTENDENT'S OFFICE:	BY BOARD ON:	
			<u>1st &amp; 3rd Tuesday</u>	<u>1st &amp; 3rd Wednesday</u>	<u>2nd &amp; 4th Tuesday</u>	
JULY	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023 / July 11, 2023	July 5, 2023
JULY	Opening new SY	Opening new SY	<b>NO CHECKS</b>	<b>NO REPORT</b>	<b>NO MEETING</b>	<b>NO CHECKS</b>
AUGUST	July 31, 2023	August 1, 2023	August 1, 2023	August 2, 2023	August 8, 2023	August 9, 2023
AUGUST	August 16, 2019	August 15, 2023	August 15, 2023	August 16, 2023	August 22, 2023	August 23, 2023
SEPTEMBER	August 30, 2019	September 5, 2023	September 5, 2023	September 6, 2023	September 12, 2023	September 13, 2023
SEPTEMBER	September 13, 2019	September 19, 2023	September 19, 2023	September 20, 2023	September 26, 2023	September 27, 2023
OCTOBER	September 27, 2019	October 3, 2023	October 3, 2023	October 4, 2023	October 10, 2023	October 11, 2023
OCTOBER	October 11, 2019	October 17, 2023	October 17, 2023	October 18, 2023	October 24, 2023	October 25, 2023
NOVEMBER	November 1, 2019	November 7, 2023	November 7, 2023	November 8, 2023	November 14, 2023	November 15, 2023
NOVEMBER	November 15, 2019	November 21, 2023	November 21, 2023	November 22, 2023	November 28, 2023	November 29, 2023
DECEMBER	November 26, 2019	December 5, 2023	December 5, 2023	December 6, 2023	December 12, 2023	December 13, 2023
DECEMBER	<b>DISTRICT CLOSED</b>	<b>DISTRICT CLOSED</b>	<b>NO CHECKS</b>	<b>NO REPORT</b>	<b>NO MEETING</b>	<b>NO CHECKS</b>
JANUARY	January 3, 2024	January 3, 2024	January 3, 2024	January 3, 2024	January 9, 2024	January 10, 2024
JANUARY	January 15, 2024	January 16, 2024	January 16, 2024	January 17, 2024	January 23, 2024	January 24, 2024
FEBRUARY	February 5, 2024	February 6, 2024	February 6, 2024	February 7, 2024	February 13, 2024	February 14, 2024
FEBRUARY	February 16, 2024	February 20, 2024	February 20, 2024	February 21, 2024	February 27, 2024	February 28, 2024
MARCH	March 4, 2024	March 5, 2024	March 5, 2024	March 6, 2024	March 12, 2024	March 13, 2024
MARCH	<b>DISTRICT CLOSED</b>	<b>DISTRICT CLOSED</b>	<b>NO CHECKS</b>	<b>NO REPORT</b>	<b>NO MEETING</b>	<b>NO CHECKS</b>
APRIL	April 1, 2024	April 2, 2024	April 2, 2024	April 3, 2024	April 9, 2024	April 10, 2024
APRIL	April 15, 2024	April 16, 2024	April 16, 2024	April 17, 2024	April 23, 2024	April 24, 2024
MAY	May 6, 2024	May 7, 2024	May 7, 2024	May 8, 2024	May 14, 2024	May 15, 2024
MAY	May 20, 2024	May 21, 2024	May 21, 2024	May 22, 2024	May 28, 2024	May 29, 2024
JUNE	June 3, 2024	June 4, 2024	June 4, 2024	June 5, 2024	June 11, 2024	June 12, 2024
JUNE	June 17, 2024	June 18, 2024	June 18, 2024	June 19, 2024	June 25, 2024	June 26, 2024

**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.**