



## South Plainfield Public Schools

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TO: South Plainfield Vendors / SPBOE Staff  
FROM: James Damato, Business Administrator / Board Secretary  
DATE: December 15, 2017  
RE: 2018 Payment Schedule

This letter is being distributed to our vendors and staff to better inform you of our payment purchasing and schedule. To facilitate the understanding of the payment process, attached is a schedule with the cut off dates for each meeting. The South Plainfield Board of Education approves payments for purchase orders once a month at the monthly Board meeting. Once the Board approves each payment, checks are typically mailed within two business days.

Payment can only be processed after all merchandise / services have been received and verified.

- Internal: the blue copy is signed and returned to accounting once all merchandise/services are complete.
- Vendor: The vendor has read, signed and returned the original voucher and a correct invoice for all services / merchandise received.

Understanding our processes and procedures will help expedite payment.

<u>All paperwork due to AP by end of business day</u>	<u>Bills List printed</u>		<u>Packet to the Board</u>		<u>Committee of the Whole meeting</u>	<u>Regular meeting</u>	<u>Checks mailed out / available for pick up</u>
1/8/2017	1/10/2018		1/12/2018		1/10/2018	1/24/2018	1/26/2018
2/5/2018	2/7/2018		2/9/2018		2/14/2018	2/21/2018	2/23/2018
3/5/2018	3/7/2018		3/9/2018		3/14/2018	3/21/2018	3/23/2018
4/9/2018	4/11/2018		4/11/2018		4/18/2018	4/25/2018	4/27/2018
4/30/2018	5/2/2018		5/4/2018		5/9/2018	5/16/2018	5/18/2018
6/4/2018	6/6/2018		6/8/2018		6/13/2018	6/20/2018	6/22/2018
7/2/2018	7/3/2018		7/6/2018		7/18/2018	7/18/2018	7/20/2018
8/6/2018	8/8/2018		8/10/2018		8/22/2018	8/22/2018	8/24/2018
9/3/2018	9/5/2018		9/7/2018		9/12/2018	9/19/2018	9/21/2018
10/1/2018	10/3/2018		10/5/2018		10/10/2018	10/17/2018	10/19/2018
10/29/2018	10/31/2018		11/2/2018		11/7/2018	11/14/2018	11/16/2018
12/3/2018	12/5/2018		12/7/2018		12/12/2018	12/19/2018	12/21/2018