

Accounts Payable Vendor Payment Schedule FY 2022

URGENT: Follow this schedule.

There will be **NO MANUAL CHECKS!!**

Any invoices received after the due date will be processed for the following cycle.

NO EXCEPTIONS!!!

Notes:

*All Invoices are due by end of day Monday

*Any Invoices \$5,000 and over will be directed to City Manager's office for approval.

*Checks will be ready Friday for pickup, checks not picked up before 4 pm will be mailed out.

***NO PAYMENT WILL BE MADE WITHOUT AN INVOICE!**

FY-2022 Vendor Payment Schedule	
Due Date	Checks Ready
October 4, 2021	October 8, 2021
October 18, 2021	October 22, 2021
November 1, 2021	November 5, 2021
November 15, 2021	November 19, 2021
November 29, 2021	December 3, 2021
December 13, 2021	December 17, 2021
December 27, 2021	December 31, 2021
January 10, 2022	January 14, 2022
January 24, 2022	January 28, 2022
February 7, 2022	February 11, 2022
February 21, 2022	February 25, 2022
March 7, 2022	March 11, 2022
March 21, 2022	March 25, 2022
April 4, 2022	April 8, 2022
April 18, 2022	April 22, 2022
May 2, 2022	May 6, 2022
May 16, 2022	May 20, 2022
May 30, 2022	June 3, 2022
June 13, 2022	June 17, 2022
June 27, 2022	July 1, 2022
July 11, 2022	July 15, 2022
July 25, 2022	July 29, 2022
August 8, 2022	August 12, 2022
August 22, 2022	August 26, 2022
September 5, 2022	September 9, 2022
September 19, 2022	September 23, 2022

Please email any invoices to: AP@cityofpalmview.us

*Any invoices sent to other emails won't be seen.