City of San Rafael		2024-AP Calendar
Invoices Cut-Off	Checks mail by	
12/29/23 Fri	01/08/24 Mon	Due to the 2023 End of Year Holiday Season and people will be taking time off, Finance encourages to submit your AP Invoices as early as Friday , 12/22/2023 *New Years Day - Mon Jan 1st
01/12/24 Fri	01/22/24 Mon	US Bank due *Martin Luther King Jr. Day - Mon Jan 15th
01/31/24 Wed	02/07/24 Wed	
02/15/24 Thu	02/23/24 Fri	US Bank due *President Day - Mon Feb 19
02/29/24 Thu	03/07/24 Thu	LEAP DAY ***02/29/24***
03/15/24 Fri	03/22/24 Fri	US Bank due
03/29/24 Fri	04/08/24 Mon	*Cesar Chavez Day - Fri April 1st
04/15/24 Mon	04/22/24 Mon	US Bank due
04/30/24 Tue	05/07/24 Tue	
05/15/24 Wed	05/22/24 Wed	US Bank due
05/31/24 Fri	06/07/24 Fri	*Memorial Day - Mon May 27th
06/14/24 Fri	06/24/24 Mon	US Bank due *Juneteenth - Weds Jun 19th
06/28/24 Fri	07/08/24 Mon	*Independence Day - Thurs Jul 4th
07/15/24 Mon	07/22/24 Mon	US Bank due
07/31/24 Wed	08/07/24 Wed	
08/15/24 Thu	08/22/24 Thu	US Bank due
08/30/24 Fri	09/09/24 Mon	*Labor Day - Mon Sep 2th
09/13/24 Fri	09/20/24 Fri	US Bank due
09/30/24 Mon	10/07/24 Mon	
10/15/24 Tue	10/22/24 Tue	US Bank due
10/31/24 Thu	11/07/24 Thu	
11/15/24 Fri	11/22/24 Fri	US Bank due *Veterans Day Observed - Mon Nov 11
11/27/24 Wed	12/06/24 Fri	*Thanksgiving Day - Thurs Nov 28th *Day After Thanksgiving Day - Fri Nov 29th
12/13/24 Fri	12/20/24 Fri	US Bank due *Christmas Observed - Weds Dec 25th
12/31/24 Tue	01/08/25 Wed	Due to the 2024 End of Year Holiday Season and people will be taking time off, Finance encourages to submit your AP Invoices as early as Fri , 12/20/2024 *New Year's Day Observed - Weds Jan 1st

Print / Mail Checks
Finance will mail checks approx 5 business days after invoices are due.
*If you need to pick up checks from Finance, add a color post it on the invoice with your name on it.

Entering Invoices
Depts may enter invoices for the following check run 1 day after submission of the current check run batch to finance.

Vendor Setup
Email all requests to vendor.request@cityofsanrafael.org	Please submit all requests 4 days prior the invoice due date.
*You must attach a signed W-9 for all requests except for refunds.
Follow up with vendor request on pending vendors	For any other questions contact AP@cityofsanrafael.org