

City of San Rafael			REVISED 2025-AP Calendar
Invoices Cut-Off	AP RUN ID	Checks mail by	
12/31/24 Tue	n/a	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 Friday , 12/20/2024  *New Years Day - Weds Jan 1
01/15/25 Wed	n/a	01/23/25 Thu	US Bank due *Dr. Martin Luther King, Jr. Day - Mon Jan 20
01/31/25 Fri	n/a	02/07/25 Fri	
02/14/25 Fri	n/a	02/24/25 Mon	US Bank due *President Day - Mon Feb 17
02/28/25 Fri	n/a	03/07/25 Fri	
03/14/25 Fri	n/a	03/21/25 Fri	US Bank due
03/28/25 Fri	n/a	04/07/25 Mon	*Cesar Chavez Day - Mon Mar 31
04/15/25 Tue	n/a	04/22/25 Tue	US Bank due
04/30/25 Wed	n/a	05/07/25 Wed	
05/15/25 Thu	n/a	05/22/25 Thu	US Bank due
05/30/25 Fri	n/a	06/06/25 Fri	*Memorial Day - Mon May 26
06/13/25 Fri	n/a	06/23/25 Mon	US Bank due *Juneteenth - Thurs Jun 19
06/30/25 Mon	n/a	07/08/25 Tue	*Independence Day - Thurs Jul 4
<u>FY25 EDEN</u> 7/11/2025 Fri	n/a	07/16/25 Wed	US Bank due
<u>FY25 EDEN</u> 7/21/2025	n/a	07/24/25 Thu	<b>THIS IS THE FINAL CHECK RUN FOR FY25!</b>
<u>FY26 ERP/MUNIS</u> 7/25/2025 Fri	072525	08/01/25 Fri	
<u>FY26 ERP/MUNIS</u> 8/15/2025 Fri	081525	08/22/25 Fri	US Bank due
<u>FY26 ERP/MUNIS</u> 8/29/2025 Fri	082925	09/08/25 Mon	*Labor Day - Mon Sep 1
<u>FY26 ERP/MUNIS</u> 9/15/2025 Mon	091525	09/22/25 Mon	US Bank due
<u>FY26 ERP/MUNIS</u> 9/30/2025 Tue	093025	10/07/25 Tue	
<u>FY26 ERP/MUNIS</u> 10/15/2025 Wed	101525	10/22/25 Wed	US Bank due
<u>FY26 ERP/MUNIS</u> 10/31/2025 Fri	103125	11/07/25 Fri	
<u>FY26 ERP/MUNIS</u> 11/14/2025 Fri	111425	11/21/25 Fri	US Bank due *Veterans Day Observed - Tues Nov 11
<u>FY26 ERP/MUNIS</u> 11/26/2025 Wed	112625	12/05/25 Fri	*Thanksgiving Day - Thurs Nov 28 *Day After Thanksgiving Day - Fri Nov 29
<u>FY26 ERP/MUNIS</u> 12/15/2025 Mon	121525	12/22/25 Mon	US Bank due *Christmas Observed - Thurs Dec 25
<u>FY26 ERP/MUNIS</u> 12/31/2025 Wed	123125	01/08/26 Thu	Due to the 2025 End of Year Holiday Season and people will be taking time off, Finance encourages to submit your AP Invoices as early as Fri, 12/19/2025  *New Year's Day Observed - Thurs Jan 1

**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**