

City Of San Rafael		2019-AP Calendar	
Invoices Cut-Off		Checks delivered Approx	
*1/3/19 Thu	01/10/19 Thu	<i>*Note NYE Jan 1st</i>	
01/16/19 Wed	01/23/19 Wed	US Bank due <i>*Note Martin L. K Jan 21st</i>	
01/31/19 Thu	02/07/19 Thu		
02/14/19 Thu	02/21/19 Thu	US Bank due <i>*Note President day Feb 18th</i>	
02/25/19 Mon	03/04/19 Mon		
03/04/19 Mon	03/08/19 Fri	US Bank due	
03/28/19 Thu	04/05/19 Fri	<i>*Note Cesar Chavez April 1st</i>	
04/12/19 Fri	04/19/19 Fri	US Bank due	
04/30/19 Tue	05/07/19 Tue		
05/15/19 Wed	05/22/19 Wed	US Bank due	
05/31/19 Fri	06/07/19 Fri	<i>*Note Memorial Day May 27th</i>	
06/14/19 Fri	06/21/19 Fri	US Bank due	
06/28/19 Fri	07/05/19 Fri	<i>*Note Ind. Day July 4th</i>	
07/12/19 Fri	07/19/19 Fri	US Bank due	
07/31/19 Wed	08/07/19 Wed		
08/15/19 Thu	08/23/19 Fri	US Bank due	
08/30/19 Fri	09/09/19 Mon	<i>*Note Labor day Sep 2nd</i>	
09/18/19 Wed	09/29/19 Sun	US Bank due	
09/27/19 Fri	10/07/19 Mon		
10/15/19 Tue	10/24/19 Thu	US Bank due	
10/31/19 Thu	11/11/19 Mon		
11/15/19 Fri	11/25/19 Mon	US Bank due <i>*Note Veteran day Nov. 11</i>	
11/27/19 Wed	12/09/19 Mon	<i>*Note Thanksgiving Nov.28,29</i>	
12/13/19 Fri	12/23/19 Mon	US Bank due	
01/03/20 Fri	01/13/20 Mon		
Print Checks -Finance will print checks approx 5 business days after invoices are due.(add 2 extra days for U.S bank)			
Mail Checks -Finance will mail the checks approx 7 days after due date.			
*If you want to pick up checks from Finance <u>add a color post it on the invoice with your name on it.</u>			
Entering Invoices -Departments may begin entering invoices for the following check run one day after they have submitted their current check run batch to finance.			
Setup Vendor: Email all requests to vendor.request@cityofsanrafael.org including phone numbers.			
<u>You must attach a signed W-9 for all requests except for refunds.</u>			
Please submit all requests 4 days prior the invoice due date.			