

City Of San Rafael		2021-AP Calendar	
Invoices Cut-Off		Checks delivered Approx	
01/05/21 Tue	01/12/21 Tue		
01/14/21 Thu	01/25/21 Mon	US Bank due*Furlough day Fri Jan 15th & M L. K Mon Jan 18th	
01/29/21 Fri	02/05/21 Fri		
02/11/21 Thu	02/22/21 Mon	US Bank due *Furlough day Fri Feb 12th & President day Mon Feb 15th	
02/26/21 Fri	03/05/21 Fri		
03/15/21 Mon	03/22/21 Mon	US Bank due	
03/26/21 Fri	04/07/21 Wed	Furlough days March Mon 29th,30th & Cesar Chavez Wed March 31st	
04/15/21 Thu	04/22/21 Thu	US Bank due	
04/30/21 Fri	05/07/21 Fri		
05/14/21 Fri	05/21/21 Fri	US Bank due	
05/27/21 Thu	06/08/21 Tue	Furlough day Fri May 28th & Memorial Day Mon May 31st	
06/15/21 Tue	06/22/21 Tue	US Bank due	
06/30/21 Wed	07/07/21 Wed	*Note Mon July 5rd observed	
07/15/21 Thu	07/22/21 Thu	US Bank due	
07/30/21 Fri	08/06/21 Fri		
08/13/21 Fri	08/20/21 Fri	US Bank due	
08/27/21 Fri	09/03/21 Fri	*Note Labor day Mon Sep 6th	
09/15/21 Wed	09/22/21 Wed	US Bank due	
09/30/21 Thu	10/07/21 Thu		
10/15/21 Fri	10/22/21 Fri	US Bank due	
10/29/21 Fri	11/05/21 Fri	*Note Veteran day Thu Nov. 11	
11/15/21 Mon	11/19/21 Fri	US Bank due	
11/30/21 Tue	12/07/21 Tue	*Note Thanksgiving Nov.25,26	
12/15/21 Wed	12/22/21 Wed	US Bank due *Note Xmas Observed Fri Dec 24	
01/03/22 Mon	01/10/22 Mon	*Note NYE observed Fri Dec 31st	
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.			
Follow up with Cindy Giuliani on pending vendor requests.			