

City Of San Rafael

2021-AP Calendar: Email coded copies of invoices to publicworksap@cityofsanrafael.org

Invoices Due to DPW Admin	Invoices Due to Finance	Checks delivered Approx	
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
01/26/21 Tue	01/29/21 Fri	02/05/21 Fri	
02/08/21 Mon	02/11/21 Thu	02/22/21 Mon	US Bank due *Furlough day Fri Feb 12th & President day Mon Feb 15th
02/23/21 Tue	02/26/21 Fri	03/05/21 Fri	
03/10/21 Wed	03/15/21 Mon	03/22/21 Mon	US Bank due
03/23/21 Tue	03/26/21 Fri	04/07/21 Wed	Furlough days March Mon 29th,30th & Cesar Chavez Wed March 31st
04/12/21 Mon	04/15/21 Thu	04/22/21 Thu	US Bank due
04/27/21 Tue	04/30/21 Fri	05/07/21 Fri	
05/11/21 Tue	05/14/21 Fri	05/21/21 Fri	US Bank due
05/24/21 Mon	05/27/21 Thu	06/08/21 Tue	Furlough day Fri May 28th & Memorial Day Mon May 31st
06/10/21 Thu	06/15/21 Tue	06/22/21 Tue	US Bank due
06/24/21 Thu	06/30/21 Wed	07/07/21 Wed	*Note Mon July 5rd observed
07/12/21 Mon	07/15/21 Thu	07/22/21 Thu	US Bank due
07/27/21 Tue	07/30/21 Fri	08/06/21 Fri	
08/10/21 Tue	08/13/21 Fri	08/20/21 Fri	US Bank due
08/24/21 Tue	08/27/21 Fri	09/03/21 Fri	*Note Labor day Mon Sep 6th
09/09/21 Thu	09/15/21 Wed	09/22/21 Wed	US Bank due
09/27/21 Mon	09/30/21 Thu	10/07/21 Thu	
10/12/21 Tue	10/15/21 Fri	10/22/21 Fri	US Bank due
10/26/21 Tue	10/29/21 Fri	11/05/21 Fri	*Note Veteran day Thu Nov. 11
11/11/21 Thu	11/15/21 Mon	11/19/21 Fri	US Bank due
11/22/21 Mon	11/30/21 Tue	12/07/21 Tue	*Note Thanksgiving Nov.25,26
12/09/21 Thu	12/15/21 Wed	12/22/21 Wed	US Bank due *Note Xmas Observed Fri Dec 24
12/28/21 Tue	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 add a color post it on the invoice with your name on it.

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.

You must attach a signed W-9 for all requests except for refunds.

Please submit all requests 4 days prior the invoice due date.

Follow up with Cindy Giuliani on pending vendor requests.