

**SCOTT COUNTY SCHOOLS  
2021 - 2022  
ACCOUNTS PAYABLE SCHEDULE**

Invoices & Travel Reimbursement For The Month Of:	<b>Vendor Invoices &amp; Travel Reimbursement Requests Are Due:</b>	Invoices & Travel Reimbursement Will Be Submitted For Approval on Regular Business Meeting:
July	<b>July 31, 2021</b>	August 2021
August	<b>August 31, 2021</b>	September 2021
September	<b>September 30, 2021</b>	October 2021
October	<b>October 31, 2021</b>	November 2021
November	<b>November 28, 2021</b>	December 2021
December	<b>December 31, 2021</b>	January 2022
January	<b>January 31, 2022</b>	February 2022
February	<b>February 28, 2022</b>	March 2022
March	<b>March 31, 2022</b>	April 2022
April	<b>April 30, 2022</b>	May 2022
May	<b>May 31, 2022</b>	June 2022
June	<b>June 30, 2022</b>	July 2022

Invoices are due in the Business Office on the dates listed above. Invoices should be approved and returned to the Business Office as received during the month to ensure prompt payment to vendors.

Checks are mailed the day after the Board meeting.

In most cases, if travel is received by Tuesday prior, a reimbursement will be processed on Thursday. Travel Reimbursement requests must be properly approved, with required receipts attached to prevent delays in reimbursements. Travel Reimbursements are Direct Deposited to the employees account as designated for payroll.

**(PLEASE NOTE: DATES MAY CHANGE IF BOARD MEETING DATES CHANGE)**