



SALINA
Public Schools

SALINA UNIFIED SCHOOL DISTRICT #305
1511 GYPSUM, PO BOX 797
SALINA, KS 67401
BUSINESS OFFICE

785-309-4712

2020-2021 CUT-OFF DATES FOR EXPENSE CLAIMS / INVOICES

AN ORIGINAL BILL (EXPENSE CLAIM, MILEAGE CLAIM, INVOICE, ETC) SHOULD BE SUBMITTED TO YOUR SUPERVISOR AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED.

MILEAGE SHOULD BE SUBMITTED BY THE 20TH OF EACH MONTH TO ALLOW SUFFICIENT TIME FOR ALL NECESSARY APPROVALS AND ROUTING TO THE BUSINESS OFFICE.

ALL CLAIMS MUST BE RECEIVED IN THE BUSINESS OFFICE BY THE DATES SPECIFIED BELOW. CHECKS WILL BE RELEASED THE DAY AFTER THE BOARD MEETING.

ALL CLAIMS RECEIVED IN THE BUSINESS OFFICE AFTER THE DUE DATE WILL NOT BE PROCESSED FOR PAYMENT UNTIL THE FOLLOWING MONTH AFTER BOARD APPROVAL.

DAY DUE TO BUSINESS OFFICE	DATE	TIME	DAY BOARD MTG APPROVAL	DATE
Friday	July 31, 2020	3:00 p.m.	Tuesday	August 11, 2020
Monday	August 31, 2020	3:00 p.m.	Tuesday	September 8, 2020
Wednesday	September 30, 2020	3:00 p.m.	Tuesday	October 13, 2020
Friday	October 30, 2020	3:00 p.m.	Tuesday	November 10, 2020
Monday	November 30, 2020	3:00 p.m.	Tuesday	December 8, 2020
Thursday	December 31, 2020	3:00 p.m.	Tuesday	January 12, 2021
Friday	January 29, 2021	3:00 p.m.	Tuesday	February 9, 2021
Friday	February 26, 2021	3:00 p.m.	Tuesday	March 9, 2021
Wednesday	March 31, 2021	3:00 p.m.	Tuesday	April 13, 2021
Friday	April 30, 2021	3:00 p.m.	Tuesday	May 11, 2021
Friday	May 28, 2021	3:00 p.m.	Tuesday	June 8, 2021
Tuesday	June 15, 2021	3:00 p.m.	Tuesday	June 22, 2021
TENTATIVE:				
Friday	July 30, 2021	3:00 p.m.	Tuesday	August 10, 2021