



SALINA UNIFIED SCHOOL DISTRICT #305
1511 GYPSUM, PO BOX 797
SALINA, KS 67401
BUSINESS OFFICE **785-309-4712**

**2023-2024 ACCOUNTS PAYABLE PAYMENT DEADLINES FOR EXPENSE CLAIMS /
INVOICES**

AN ORIGINAL INVOICE SHOULD BE SUBMITTED TO THE BUSINESS OFFICE
AS SOON AS POSSIBLE AFTER THE EXPENSE HAS OCCURRED.

ALL CLAIMS MUST BE RECEIVED IN THE BUSINESS OFFICE BY THE DATES SPECIFIED BELOW.
**SUBMIT EARLIER THAN THIS DATE IF YOUR BILLING NEEDS TO BE APPROVED BY OTHER
DEPARTMENTS FIRST SUCH AS MAINTENANCE PROJECTS.**
IF APPROVED, 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 |
|---------------------------------------|--------------------|-------------|-----------------------------------|--------------------|
| Monday | July 31, 2023 | 3:00 p.m. | Tuesday | August 8, 2023 |
| Thursday | August 31, 2023 | 3:00 p.m. | Tuesday | September 12, 2023 |
| Friday | September 29, 2023 | 3:00 p.m. | Tuesday | October 10, 2023 |
| Tuesday | October 31, 2023 | 3:00 p.m. | Tuesday | November 14, 2023 |
| Thursday | November 30, 2023 | 3:00 p.m. | Tuesday | December 12, 2023 |
| Friday | December 29, 2023 | 3:00 p.m. | Tuesday | January 9, 2024 |
| Wednesday | January 31, 2024 | 3:00 p.m. | Tuesday | February 13, 2024 |
| Thursday | February 29, 2024 | 3:00 p.m. | Tuesday | March 12, 2024 |
| Friday | March 29, 2024 | 3:00 p.m. | Tuesday | April 9, 2024 |
| Tuesday | April 30, 2024 | 3:00 p.m. | Tuesday | May 14, 2024 |
| Friday | May 31, 2024 | 3:00 p.m. | Tuesday | June 11, 2024 |
| Friday | June 14, 2024 | 3:00 p.m. | Tuesday | July 9, 2024 |
| TENTATIVE: | | | | |
| Wednesday | July 31, 2024 | 3:00 p.m. | Tuesday | August 13, 2024 |