

24-25 AP Schedule

Contracts, Invoices, Expense Claims, BMO

8.15.24

* Consent Agenda & Contracts are submitted to Board for approval

items must be in the AP inbox at the DO by this date to be processed in check run

Month	# AP Submission Deadline (Tue)	Complete Contract Deadline (Tue)	Checks Batched (Wed)	Checks Mailed (Fri)	Board Meeting (Tue)	Contracts Executed by WSD (Fri)	BMO Statement #	Print BMO Statement (statement closes on the 20th)	BMO Backup Submission Deadline (3 business days after statement date)	BMO Payment Date	Holiday
23-24 Fiscal Year											
August 2024	--	n/a	8/14/2024	8/16/2024	8/13/2024	n/a	#93	8/21/2024	8/26/2024	9/10/2024	
August 2nd run	8/20/2024	8/20/2024	8/28/2024	8/30/2024	*8/27/2024	8/30/2024					
24-25 Fiscal Year											
September 2024	9/3/2024	n/a	9/11/2024	9/13/2024	9/10/2024	n/a	#94	9/20/2024	9/25/2024	10/10/2024	9/2 Labor Day
September 2nd run	9/17/2024	9/17/2024	9/25/2024	9/27/2024	*9/24/2024	9/27/2024					9/3 First Day of School
October	10/1/2024	n/a	10/9/2024	10/11/2024	10/8/2024	n/a	#95	10/21/2024	10/24/2024	11/8/2024	
October 2nd run	10/15/2024	10/15/2024	10/23/2024	10/25/2024	*10/22/2024	10/25/2024					
November	11/5/2024	n/a	11/13/2024	11/15/2024	11/12/2024	n/a	#96	11/21/2024	11/26/2024	12/10/2024	11/11 Veterans Day
November 2nd run	11/19/2024	11/19/2024	11/27/2024	11/29/2024	*11/26/2024	11/29/2024					11/27 - 11/29 Thanksgiving Break
December	12/3/2024	12/3/2024	12/11/2024	12/13/2024	*12/10/2024	12/13/2024	#97	12/23/2024	12/26/2024	1/10/2025	12/23 - 1/3 Winter Break
December 2nd run	12/17/2024	n/a	12/25/2024	12/27/2024	n/a	n/a					
January 2025	12/31/2024	n/a	1/8/2025	1/10/2025	1/14/2025	n/a	#98	1/21/2025	1/24/2025	2/10/2025	
January 2nd run	1/14/2025	1/21/2025	1/22/2025	1/24/2025	*1/28/2025	1/31/2025					1/20 MLK Day
February	2/4/2025	n/a	2/12/2025	2/14/2025	2/11/2025	n/a	#99	2/21/2025	2/26/2025	3/10/2025	
February 2nd run	2/18/2025	2/18/2025	2/26/2025	2/28/2025	*2/25/2025	2/28/2025					2/17 President's Day
March	3/4/2025	n/a	3/12/2025	3/14/2025	3/11/2025	n/a	#100	3/21/2025	3/26/2025	4/10/2025	
March 2nd run	3/18/2025	3/18/2025	3/26/2025	3/28/2025	*3/25/2025	3/28/2025					
April	4/1/2025	n/a	4/9/2025	4/11/2025	4/8/2025	n/a	#101	4/21/2025	4/24/2025	5/9/2025	3/31 - 4/4 Spring Break
April 2nd run	4/15/2025	4/15/2025	4/23/2025	4/25/2025	*4/22/2025	4/25/2025					
May	5/6/2025	n/a	5/14/2025	5/16/2025	5/13/2025	n/a	#102	5/21/2025	5/26/2025	6/10/2025	
May 2nd run	5/20/2025	5/20/2025	5/28/2025	5/30/2025	*5/27/2025	5/30/2025					5/26 Memorial Day
June	6/3/2025	6/3/2025	6/11/2025	6/13/2025	*6/10/2025	6/13/2025	#103	6/23/2025	6/26/2025	7/10/2025	6/14 WHS Graduation
June 2nd run	6/17/2025	n/a	6/25/2025	6/27/2025	n/a	n/a					6/17 Last Day of School
July	7/1/2025	n/a	7/9/2025	7/11/2025	n/a	n/a	#104	7/21/2025	7/24/2025	8/8/2025	Summer Break
July 2nd run	7/15/2025	n/a	7/23/2025	7/25/2025	n/a	n/a					
August	8/5/2025	n/a	8/13/2025	8/15/2025	8/12/2025	n/a	#105	8/21/2025	8/26/2025	9/10/2025	
August 2nd run	8/19/2025	8/19/2025	8/27/2025	8/29/2025	*8/26/2025	8/29/2025					