

2012 Accounts Payable Important Dates

Invoice Submission Wednesday 5:00 p.m.	Date Checks Processed Thursday	Date Checks Distributed Tuesday
January 4	January 6	January 10
January 18	January 20	January 24
February 1	February 3	February 7
February 15	February 17	Feb. 22* Wednesday
February 29	March 2	March 6
March 14	March 16	March 20
March 28	March 30	April 3
April 11	April 13	April 17
April 25	April 27	May 1
May 9	May 11	May 15
May 23	May 25	May 30 * Wednesday
June 6	June 8	June 12
June 20	June 22	June 26
July 3* Tuesday	July 6	July 10
July 18	July 20	July 24
August 1	August 3	August 7
August 15	August 17	August 21
August 29	August 31	Sept. 5 Wednesday
September 12	September 14	September 18
September 26	September 28	October 2
October 10	October 12	October 16
October 24	October 26	October 30
November 7	November 9	November 13
November 20* Tuesday	November 21* Wednesday	November 27
December 5	December 7	December 11
December 19	December 21	Dec. 27* Thursday

2012 Payroll Important Dates

Time Sheet Submission Monday 9:30 a.m.	Date Checks Distributed Wednesday	Period Ending Dates
January 9	January 11	December 24 - January 6
January 23	January 25	January 7 - January 20
February 6	February 8	January 21 - February 3
February 17* Friday	February 22	February 4 - February 17
March 5	March 7	February 18 - March 2
March 19	March 21	March 3 - March 16
April 2	April 4	March 17 - March 30
April 16	April 18	March 31 - April 13
April 30	May 2	April 14 - April 27
May 14	May 16	April 28 - May 11
May 25* Friday	May 30	May 12 - May 25
June 11	June 13	May 26 - June 8
June 25	June 27	June 9 - June 22
July 9	July 11	June 23 - July 6
July 23	July 25	July 7 - July 20
August 6	August 8	July 21 - August 3
August 20	August 22	August 4 - August 17
August 31* Friday	September 5	August 18 - August 31
September 17	September 19	Sept. 1 - Sept. 14
October 1	October 3	Sept. 15 - Sept. 28
October 15	October 17	Sept. 29 - October 12
October 29	October 31	October 13 - October 26
November 12	November 14	October 27 - November 9
November 26	November 28	November 10 - Nov. 23
December 10	December 12	November 24 - December 7
December 21* Friday	December 26	December 8 - December 21

****Mileage allowance rate for 2012 is 55.5 cents per mile**

Dates are changed from the normal schedule to accommodate for Holiday's