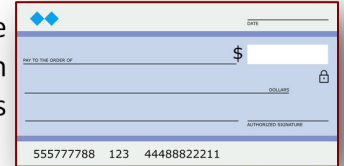


SY 2020-2021: Check Runs & Support Due Dates

Below is a list of dates for A/P check runs and due dates for all supporting documents. These dates will be used for preparing POs for payments, clearing invoices, and paying vendors.

Note: All supporting documents must be turned in by 10:00 am on the due date. The dates are two weeks apart. Support due dates are Mondays and check run dates are Thursdays. Any changes to these dates will be communicated by Accounts Payable personnel.



| Support Due Date | Check Run Day |
|------------------|---------------|
| AUG 10, 2020 | AUG 13, 2020 |
| AUG 24, 2020 | AUG 27, 2020 |
| SEPT 4, 2020 | SEPT 10, 2020 |
| SEPT 21, 2020 | SEPT 24, 2020 |
| OCT 5, 2020 | OCT 8, 2020 |
| OCT 19, 2020 | OCT 22, 2020 |
| NOV 2, 2020 | NOV 5, 2020 |
| NOV 16, 2020 | NOV 19, 2020 |
| NOV 30, 2020 | DEC 3, 2020 |
| DEC 14, 2020 | DEC 17, 2020 |
| JAN 4, 2021 | JAN 7, 2021 |
| JAN 11, 2021 | JAN 21, 2021 |
| JAN 25, 2021 | FEB 4, 2021 |
| FEB 8, 2021 | FEB 18, 2021 |
| FEB 22, 2021 | MAR 4, 2021 |
| MAR 5, 2021 | MAR 18, 2021 |
| MAR 22, 2021 | APR 1, 2021 |
| APR 5, 2021 | APR 15, 2021 |
| APR 19, 2021 | APR 29, 2021 |
| MAY 3, 2021 | MAY 13, 2021 |
| MAY 17, 2021 | MAY 27, 2021 |
| MAY 31, 2021 | JUN 10, 2021 |
| JUN 14, 2021 | JUN 24, 2021 |

If you have any questions, please call or email Accounts Payable at (accounts.payable@eisd.net) or call:

- Andrea Martinez, Assistant Business Manager, (andrea.martinez@eisd.net) 210.444.4500 ext. 4601
- Rosie Molina, AP Clerk, (rrmolina@eisd.net) 210.444.4500 ext. 7000
- JoAnn Sanchez, AP Clerk (jsanchez@eisd.net) 210.444.4500 ext. 7087