

**AP Check Runs and Cut Off Dates**  
**FY 2022-2023**

**It is important that all invoices, support documentation, and travel reimbursements are submitted to the Finance Department by the cut off date to ensure that your check will be processed on the A/P check date below.**

**Online Receiving must be entered on Focus in-order for payment to be processed**

**The district reserves the right to amend this tentative payment calendar and process payments in accordance with Florida Statutes 218.73 and 218.735**

**THIS CALENDAR MAY BE SUBJECT TO CHANGE DURING THE YEAR**

| <b>Cut Off Dates</b> | <b>A/P Check Date / Postive Pay Posting</b> | <b>Day</b> |
|----------------------|---|------------|
| 07/01/22             | 07/15/22                                    | Friday     |
| 07/18/22             | 07/29/22                                    | Friday     |
| 08/01/22             | 08/12/22                                    | Friday     |
| 08/19/22             | 08/31/22                                    | Wednesday  |
| 09/02/22             | 09/15/22                                    | Thursday   |
| 09/19/22             | 09/30/22                                    | Friday     |
| 10/03/22             | 10/14/22                                    | Friday     |
| 10/17/22             | 10/31/22                                    | Monday     |
| 11/04/22             | 11/15/22                                    | Tuesday    |
| 11/18/22             | 11/30/22                                    | Wednesday  |
| 12/05/22             | 12/15/22                                    | Thursday   |
| 01/02/23             | 01/13/23                                    | Friday     |
| 01/18/23             | 01/31/23                                    | Tuesday    |
| 02/03/23             | 02/15/23                                    | Wednesday  |
| 02/16/23             | 02/28/23                                    | Tuesday    |
| 03/03/23             | 03/15/23                                    | Wednesday  |
| 03/20/23             | 03/31/23                                    | Friday     |
| 04/03/23             | 04/14/23                                    | Friday     |
| 04/17/23             | 04/28/23                                    | Friday     |
| 05/01/23             | 05/15/23                                    | Monday     |
| 05/17/23             | 05/31/23                                    | Wednesday  |
| 06/02/23             | 06/15/23                                    | Thursday   |
| 06/19/23             | 06/30/23                                    | Friday     |