

DENVER CITY ISD ACCOUNTS PAYABLE CHECK RUN SCHEDULE*

2024
2025

Sep 2024							Oct 2024							Nov 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
Dec 2024							Jan 2025							Feb 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	
Mar 2025							Apr 2025							May 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
Jun 2025							Jul 2025							Aug 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

*all dates are subject to change

Important dates:

DUE DATE: Items to be paid must be approved by your supervisor/Eduphoria/Skyward. The item will be attached and submitted to accounts.payable@dcisd.org with your PO# in the subject line and "READY TO PAY" in the body. All items will need to be submitted by the dates in **PURPLE** to ensure your request is included in the next available check run. (Items include: Purchase Orders, Check Request, Invoices, Receipts, Travel Reimbursements etc.)

RELEASE DATE: All checks will be released for interoffice/pickup no later than the morning of the date indicated in **GREEN**. Any dates in **YELLOW** indicate afternoon release due to holiday schedule.

MAY 15: This is the last day to enter a purchase order in SKYWARD for the remaining 2024-2025 fiscal year. If you miss this cutoff date, you must have approval from your Supervisor to enter a requisition. Final date is May 29th. All transactions that will occur in JUNE, JULY, and AUGUST 2025 will need an open purchase order. (i.e. estimated start-up costs, travel) The new fiscal year budget will begin on September 1st and that will be the first allowable day for new budget purchases and transactions. Please plan accordingly and contact the Business Office with questions or concerns.