



DENVER CITY ISD



Accounts Payable Check Run Schedule*

Due Date: All items (i.e. Purchase Orders, Check Request, Invoices, Receipts, Travel Reimbursements, etc.) must be approved in Skyward/Eduphoria and submitted by purchaser as "ready to pay" to accounts.payable@dcisd.org by the date indicated in blue to ensure request is included in the next available check run.

Release Date: All checks will be released for interoffice/pickup no later than the *morning* of the day indicated in green (**afternoon release, due to holiday schedule, indicated in orange**). Please note checks not picked up by 3:30 PM will be released for US mail. The Accounts Payable department may make special pickup accommodations upon a timely request.

2022-2023 Cut Off Date: Thursday, May 25th is the last day to enter Purchase Orders into Skyward for the remaining 2022-2023 fiscal year. Therefore, transactions to occur in the months of June, July **and** August (i.e. estimated start up costs, travel) will need an open 2022-2023 Purchase Order to be considered for payment. The new fiscal year budget will begin on September 1st and therefore that is the first day of allowable 2023-2024 transactions. Please plan accordingly and contact the Business Office with questions or concerns.

SEPTEMBER 2022						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

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OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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MAY 2023						
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28	29	30	31			

JUNE 2023						
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JULY 2023						
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AUGUST 2023						
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20	21	22	23	24	25	26
27	28	29	30	31		

* All dates are subject to change