



Student Activity Accounts Payable Calendar 23/24

Payment request forms for the student activity accounts (fund 61) must be approved and received by accounts payable by **noon on Tuesday** of each week. Purchase orders **should not** be completed for student activity accounts.

Payments made from student activity accounts (fund 61) occur on a weekly basis and should be ready to be mailed out or picked up by **Thursday** of each week.

Exceptions to this schedule are seen below:

Day of the Week	Purchase Order Deadline	Date Checks are Printed and ACH sent out		
		Day of the Week		
Friday	11/17/23	Tuesday	11/21/23	Thanksgiving
Friday	06/28/24	Tuesday	07/02/24	July 4th

Also note that the weeks the District is closed, payments from student activity accounts are not made. Those weeks are as follows:

- **Two weeks for Christmas December 25th, 2023 - January 5th, 2024**
- **Spring break March 25th, 2024 - March 29th, 2024**