



**AP List of Planned
Payment Dates
2024-25**

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
July 30, 2024	August 8, 2024
August 13, 2024	August 22, 2024
August 27, 2024	September 5, 2024
September 10, 2024	September 19, 2024
September 24, 2024	October 3, 2024
October 8, 2024	October 17, 2024
October 22, 2024	October 31, 2024
November 5, 2024	November 14, 2024
November 19, 2024	November 28, 2024
December 3, 2024	December 12, 2024
December 13, 2024	December 26, 2024
December 31, 2024	January 9, 2025
January 14, 2025	January 23, 2025
January 28, 2025	February 6, 2025
February 11, 2025	February 20, 2025
February 25, 2025	March 6, 2025
March 11, 2025	March 20, 2025
March 25, 2025	April 3, 2025
April 8, 2025	April 17, 2025
April 22, 2025	May 1, 2025
May 6, 2025	May 15, 2025
May 20, 2025	May 29, 2025
June 3, 2025	June 12, 2025
June 17, 2025	June 26, 2025
July 2, 2025	July 10, 2025
July 15, 2025	July 24, 2025

These processing dates will be followed but could be changed, by the Finance Department, when necessary

Any Expenses received **without** the following may be sent back to the sender to be corrected and resubmitted:

- Incomplete Employee Name, address or not signed by employee
- Missing Account Information
- Missing or Incorrect Approval(s)
- No original "detailed" receipts or no receipts at all