York City School District Accounts Payable Processing Schedule

Processing Begins on the first day of the week (the cut-off for which is 8:00 a.m. on this day)

Checks are mailed on Thursdays, ***after*** being Board approved, ratified, and confirmed.

Processing Completed for the week's Group. Organization continues for ***next*** group.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	Begin Processsing for Group 2				Process Complete for Group 2A
Week 3	Begin Processsing for Group 3			Group 2A ***MAILED***	Process Complete for Group 3A
Week 4	Begin Processsing for Group 4				Process Complete for Group 4A
Week 1	Begin Processsing for Group 1				Process Complete for Group 1B
Week 2	Begin Processsing for Group 2 ***FINANCE COMMITTEE MEETING:*** ***- REVIEW item 2A*** ***- 1st VIEW items 3A, 4A, 1B***				Process Complete for Group 2B
Week 3	Begin Processsing for Group 3		***BOARD MEETING:*** ***RATIFY & CONFIRM item 2A*** ***- APPROVE Items 3A, 4A, 1B***	Group 3A, 4A, amd 1B ***MAILED*** Group 2B ***MAILED***	Process Complete for Group 3B
Week 4	Begin Processsing for Group 4				Process Complete for Group 4B
Week 1	Begin Processsing for Group 1				Process Complete for Group 1C
Week 2	Begin Processsing for Group 2 ***FINANCE COMMITTEE MEETING:*** ***- REVIEW item 2B*** ***- 1st VIEW items 3B, 4B, 1C***				Process Complete for Group 2C
Week 3	Begin Processsing for Group 3		***BOARD MEETING:*** ***RATIFY & CONFIRM item 2B*** ***- APPROVE Items 3B, 4B, 1C***	Group 3B, 4B, amd 1C ***MAILED*** Group 2C ***MAILED***	Process Complete for Group 3C
Week 4	Begin Processsing for Group 4				Process Complete for Group 4C

Contents of "Group"

Group 2
- Regular Payables:
  Utilities, Insurance, Debt Service
- Teacher Tuition Reimbursement

Group 3
- Irregular Payables: Vendors & Contractors
- Employee Mileage / Travel Reimbursements
- Construction

Group 4
- Teacher Tuition Reimbursement - Food Services
- Tuition to Other Schools / Special Education

Group 1
- Irregular Payables: Vendors & Contractors
- Student Activities - Field Trips / Transportation
- Construction