

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

2013-2014 CHEQUE RUN CALENDAR

TO: All Staff

FROM: Mary Lynn Schauer ~ Superintendent of Business Services

Please refer to the following calendar, which outlines the deadlines for handing in claims and the cheque run dates.

This means that all travel claims, petty cash reimbursements and cheque requisitions will be processed following this schedule.

Please note that original claims and receipts will only be accepted. FAXES & PHOTOCOPIES are not acceptable. Please ensure that all claims are signed and approved prior to submission to avoid delay. Claims received after the deadline will be processed on the next scheduled payment date.

We appreciate your co-operation and continued support. If you have any questions, please feel free to contact Accounts Payable at the Board Office (613) 735-1032 Extension #316.

*2013 – 2014 CHEQUE RUN CALENDAR
SEPTEMBER 2013 - AUGUST 2014*

MONTH	CLAIMS MUST BE APPROVED & HANDED INTO ACCOUNTING BY 12:00 NOON		DATE CHEQUES WILL BE ISSUED OR ELECTRONIC FUNDS TRANSFERED	
	Day	Date	Day	Date
SEPTEMBER	Wednesday	August 28, 2013	Wednesday	September 11, 2013
	Wednesday	September 11, 2013	Wednesday	September 25, 2013
OCTOBER	Wednesday	September 25, 2013	Wednesday	October 9, 2013
	Wednesday	October 9, 2013	Wednesday	October 23, 2013
NOVEMBER	Wednesday	October 23, 2013	Wednesday	November 6, 2013
	Wednesday	November 6, 2013	Wednesday	November 20, 2013
DECEMBER	Wednesday	November 20, 2013	Wednesday	December 4, 2013
	Wednesday	December 4, 2013	Wednesday	December 18, 2013
JANUARY	Wednesday	December 18, 2013	Wednesday	January 15, 2014
	Wednesday	January 15, 2014	Wednesday	January 29, 2014
FEBRUARY	Wednesday	January 29, 2014	Wednesday	February 12, 2014
	Wednesday	February 12, 2014	Wednesday	February 26, 2014
MARCH	Wednesday	February 26, 2014	Wednesday	March 12, 2014
	Wednesday	March 12, 2014	Wednesday	March 26, 2014
APRIL	Wednesday	March 26, 2014	Wednesday	April 9, 2014
	Wednesday	April 9, 2014	Wednesday	April 23, 2014
MAY	Wednesday	April 23, 2014	Wednesday	May 7, 2014
	Wednesday	May 7, 2014	Wednesday	May 21, 2014
JUNE	Wednesday	May 21, 2014	Wednesday	June 4, 2014
	Wednesday	June 4, 2014	Wednesday	June 18, 2014
JULY	Wednesday	July 2, 2014	Wednesday	July 16, 2014
	Wednesday	July 16, 2014	Wednesday	July 30, 2014
AUGUST	Wednesday	July 30, 2014	Wednesday	August 13, 2014
	Wednesday	August 13, 2014	Wednesday	August 27, 2014