

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

2015-2016 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.

*2015 – 2016 CHEQUE RUN CALENDAR
SEPTEMBER 2015 - AUGUST 2016*

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 26, 2015	Wednesday	September 9, 2015
	Wednesday	September 9, 2015	Wednesday	September 23, 2015
OCTOBER	Wednesday	September 23, 2015	Wednesday	October 7, 2015
	Wednesday	October 7, 2015	Wednesday	October 21, 2015
NOVEMBER	Wednesday	October 21, 2015	Wednesday	November 4, 2015
	Wednesday	November 4, 2015	Wednesday	November 18, 2015
DECEMBER	Wednesday	November 18, 2015	Wednesday	December 2, 2015
	Wednesday	December 2, 2015	Wednesday	December 16, 2015
JANUARY	Wednesday	December 16, 2015	Wednesday	January 13, 2016
	Wednesday	January 13, 2016	Wednesday	January 27, 2016
FEBRUARY	Wednesday	January 27, 2016	Wednesday	February 10, 2016
	Wednesday	February 10, 2016	Wednesday	February 24, 2016
MARCH	Wednesday	February 24, 2016	Wednesday	March 9, 2016
	Wednesday	March 9, 2016	Wednesday	March 23, 2016
APRIL	Wednesday	March 23, 2016	Wednesday	April 6, 2016
	Wednesday	April 6, 2016	Wednesday	April 20, 2016
MAY	Wednesday	April 20, 2016	Wednesday	May 4, 2016
	Wednesday	May 4, 2016	Wednesday	May 18, 2016
JUNE	Wednesday	May 18, 2016	Wednesday	June 1, 2016
	Wednesday	June 1, 2016	Wednesday	June 15, 2016
	Wednesday	June 15, 2016	Wednesday	June 29, 2016
JULY	Wednesday	July 13, 2016	Wednesday	July 27, 2016
AUGUST	Wednesday	July 27, 2016	Wednesday	August 10, 2016
	Wednesday	August 10, 2016	Wednesday	August 24, 2016