

IMPORTANT VENDOR NOTICE

RE: Payment Requests

(Applies to all vendors and employees requesting payment)

In order to receive payment on the published check issued date, invoices or payment request must be received, with all appropriate approval signatures in place, by noon of the pay request deadline. Please refer all accounts payable questions to Kerry Hill, Accounts Payable Administrative Assistant, phone 580 - 234-5270 or ext. 15.

| Request Deadline | Board Meeting | Warrant/Check Issued Mailed |
|------------------|---------------|-----------------------------|
| 16 Dec noon | | 06 Jan 2010 |
| 13 Jan noon | 18 Jan 2010 | 20 Jan 2010 |
| 27 Jan noon | | 02 Feb 2010 |
| 10 Feb noon | 15 Feb 2010 | 16 Feb 2010 |
| 24 Feb noon | | 02 Mar 2010 |
| 10 Mar noon | 22 Mar 2010 | 24 Mar 2010 |
| 31 Mar noon | | 06 Apr 2010 |
| 14 Apr noon | 19 Apr 2010 | 20 Apr 2010 |
| 28 Apr noon | | 04 May 2010 |
| 12 May noon | 17 May 2010 | 20 May 2010 |
| 26 May noon | | 01 Jun 2010 |
| 16 June noon | 21 Jun 2010 | 22 Jun 2010 |
| 30 June noon | | 06 July 2010 |
| 14 July noon | 19 July 2010 | 20 July 2010 |
| 28 July noon | | 03 Aug 2010 |
| 11 Aug noon | 16 Aug 2010 | 17 Aug 2010 |
| 25 Aug noon | | 31 Aug 2010 |
| 15 Sept noon | 20 Sept 2010 | 21 Sept 2010 |
| 29 Sept noon | | 05 Oct 2010 |
| 13 Oct noon | 18 Oct 2010 | 20 Oct 2010 |
| 27 Oct noon | | 02 Nov 2010 |
| 10 Nov noon | 15 Nov 2010 | 16 Nov 2010 |
| 23 Nov noon | | 01 Dec 2010 |
| 08 Dec noon | 13 Dec 2010 | 14 Dec 2010 |