

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	Payroll Stubs Issued	Payroll Dates
16 Dec noon		06 Jan 10		
13 Jan noon	18 Jan 10	20 Jan 10		
PAYDAY				20 Jan 10
27 Jan noon		02 Feb 10		
10 Feb noon	15 Feb 10	16 Feb 10		
PAYDAY				19 Feb 10
24 Feb noon		02 Mar 10		
PAYDAY				12 Mar 10
10 Mar noon	22 Mar 10	24 Mar 10		
31 Mar noon		06 Apr 10		
14 Apr noon	19 Apr 10	20 Apr 10		
PAYDAY				20 Apr 10
28 Apr noon		04 May 10		
12 May noon	17 May 10	20 May 10		
PAYDAY				20 May 10
26 May noon		01 Jun 10		
PAYDAY / TEACHER'S LAST PAYSTUB (1)			Issued	28 May 10
PAYDAY / TEACHER'S LAST PAYSTUB (2)			Issued	28 May 10
16 June noon	21 Jun 10	22 Jun 10		
PAYDAY			Issued	18 Jun 10
30 June noon		06 Jul 10		
14 July noon	19 Jul 10	20 Jul 10		
PAYDAY				20 Jul 10
28 July noon		03 Aug 10		
11 Aug noon	16 Aug 10	17 Aug 10		
PAYDAY				20 Aug 10
25 Aug noon		31 Aug 10		
15 Sept noon	20 Sept 10	21 Sept 10		
PAYDAY				20 Sept 10
29 Sept noon		05 Oct 10		
PAYDAY				20 Oct 10
13 Oct noon	18 Oct 10	20 Oct 10		
27 Oct noon		02 Nov 10		
10 Nov noon	15 Nov 10	16 Nov 10		
PAYDAY				19 Nov 10
23 Nov noon		01 Dec 10		
08 Dec noon	13 Dec 10	14 Dec 10		
PAYDAY				20 Dec 10