

CHESTER COUNTY SCHOOL DISTRICT
ACCOUNTS PAYABLE
2021-2022 CHECK WRITING SCHEDULE

<u>CUT-OFF DATE</u>			<u>CHECK ISSUED</u>		<u>CUT-OFF DATE</u>			<u>CHECK ISSUED</u>	
July	1	<u>THURSDAY</u>	July	8	January	10	MONDAY	January	13
July	12	MONDAY	July	15	January	14	<u>FRIDAY</u>	January	20
July	19	MONDAY	July	22	January	24	MONDAY	January	27
July	26	MONDAY	July	29	January	31	MONDAY	February	3
August	2	MONDAY	August	5	February	7	MONDAY	February	10
August	9	MONDAY	August	12	February	14	MONDAY	February	17
August	16	MONDAY	August	19	February	18	<u>FRIDAY</u>	February	24
August	23	MONDAY	August	26	February	28	MONDAY	March	3
August	30	MONDAY	September	2	March	7	MONDAY	March	10
September	3	<u>FRIDAY</u>	September	9	March	14	MONDAY	March	17
September	13	MONDAY	September	16	March	21	MONDAY	March	24
September	20	MONDAY	September	23	March	28	MONDAY	March	31
September	27	MONDAY	September	30	April	4	MONDAY	April	7
October	4	MONDAY	October	7	April	8	<u>FRIDAY</u>	April	21
October	11	MONDAY	October	14	April	25	MONDAY	April	28
October	18	MONDAY	October	21	May	2	MONDAY	May	5
October	25	MONDAY	October	28	May	9	MONDAY	May	12
November	1	MONDAY	November	4	May	16	MONDAY	May	19
November	8	MONDAY	November	11	May	23	MONDAY	May	26
November	15	MONDAY	November	18	May	27	<u>FRIDAY</u>	June	2
November	29	MONDAY	December	2	June	6	MONDAY	June	9
December	6	MONDAY	December	9	June	13	MONDAY	June	16
December	13	MONDAY	December	16	June	20	MONDAY	June	23
December	20	MONDAY	January	6	June	27	MONDAY	June	30

Completed requests received in Finance by "cut-off date" will be processed on "check issued" date.
Checks will be taken to the Chester Post Office on Thursday afternoon and distributed to schools on Friday morning.
Exceptions must be presented to the Chief Financial Officer.

There will not be an Accounts Payable run:

Thanksgiving Week
Christmas Break
Spring Break