



Independent School District No. 1

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“Ensuring high levels of learning for ALL students”

July 1, 2023

FROM: Leann Hubbard
Director of Business Services

TO: Building Principals and Central Services Staff

RE: Bill Cut-Off Dates

In order for the Business Department staff to meet reporting deadlines for each month's board meeting, the following bill cut-off dates have been established for the 2023-2024 school year.

<u>Cut-Off Date</u>			<u>Payment On</u>	
July	25	Tuesday	August	15
August	29	Tuesday	September	12
September	26	Tuesday	October	10
October	31	Tuesday	November	14
November	28	Tuesday	December	12
December	26	Tuesday	January	09
January	30	Tuesday	February	13
February	27	Tuesday	March	12
March	26	Tuesday	April	09
April	30	Tuesday	May	14
May	28	Tuesday	June	11
June	28	Friday/Tuesday	July	09

If the board meeting date is changed to an earlier date, the cut-off date will be changed accordingly.

Remember, all claims for payment including mileage must have appropriate approval and be in the Business Office by the end of the cut-off date in order to be included in the bills to be approved for payment by the Board at the next regular meeting.

Please let other appropriate staff members know of these dates. If you have any questions, please feel free to call 748-3037 for Lisa Rosgen or myself at 748-3040.

LH/lar

Our Vision

“In collaboration with our community, we will empower students by providing an engaging and equitable education in a safe environment”