



Independent School District No. 1

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"Ensuring high levels of learning for ALL students"

July 1, 2024

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 2024-2025 school year.

<u>Cut-Off Date</u>			<u>Payment On</u>	
July	30	Tuesday	August	13
August	27	Tuesday	September	10
September	24	Tuesday	October	15
October	29	Tuesday	November	12
November	26	Tuesday	December	10
December	31	Tuesday	January	14
January	28	Tuesday	February	11
February	25	Tuesday	March	11
March	25	Tuesday	April	15
April	29	Tuesday	May	13
May	27	Tuesday	June	10
June	30	Monday/Tuesday	July	15

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"