



Ad Hoc Regular Check Schedule

Wednesday Check Run – Ad Hoc’s are due by Friday 5:00 PM
Friday Check Run - Ad Hoc’s are due by Tuesday 5:00 PM

2019 Holiday Payment Schedule for Ad Hoc and Supplier Invoice Payments

Please note that there will be one check run during the holiday weeks for Ad Hoc payments. Please also note that check runs will start at 11:00 AM the day before a Holiday, please be aware that supplier invoices need to have the final approval by 11:00 AM.

There will be one Ad Hoc payments check run during the weeks listed below:

<u>HOLIDAY</u>	<u>AD HOC DUE</u>	<u>CHECKS OUT</u>
New Year’s Day	Fri, 12/21/18, 5 PM	Fri, 1/4/19, after 4 PM
Martin Luther King	Fri, 1/18, 5 PM	Thurs, 1/24, after 4 PM
Cesar Chavez	Fri, 3/22, 5 PM	Thurs, 3/28, after 4 PM
Memorial Day	Fri, 5/24, 5 PM	Thurs, 5/30, after 4 PM
4th of July	Fri, 6/28, 5 PM	Wed, 7/03, after 4 PM
Labor Day	Fri, 8/30, 5 PM	Thurs, 9/05, after 4 PM
Thanksgiving	Fri, 11/22, 5 PM	Wed, 11/27, after 12 PM
New Year’s Day	Fri, 12/20, 5 PM	Fri, 1/03/20, after 4 PM

Check runs will start at 11:00 AM the day before a Holiday as listed below:

<u>HOLIDAY</u>	<u>CHECKS OUT</u>
Martin Luther King	Fri, 1/18, after 12 PM
Cesar Chavez:	Thurs, 3/28, after 12 PM
Memorial Day	Fri, 5/24, after 12 PM
4th of July	Wed, 7/03, after 12 PM
Labor Day	Fri, 8/30, after 12 PM
Thanksgiving	Wed, 11/27, after 12 PM
Christmas	Mon, 12/23, after 12 PM

Please pass this schedule on to the personnel at your institution that process Ad Hoc payments and supplier invoices.