

2021 PURCHASE ORDER PROCESSING SCHEDULE

<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
January 11, 2021	January 14, 2021
January 25, 2021	January 28, 2021
February 8, 2021	February 11, 2021
February 22, 2021	February 25, 2021
March 8, 2021	March 11, 2021
March 22, 2021	March 25, 2021
April 5, 2021	April 08, 2021
April 19, 2021	April 22, 2021
May 3, 2021	May 6, 2021
May 17, 2021	May 20, 2021
May 31, 2021	June 3, 2021
June 14, 2021	June 17, 2021
June 28, 2021	July 1, 2021
July 12, 2021	July 15, 2021
July 26, 2021	July 29, 2021
August 9, 2021	August 12, 2021
August 23, 2021	August 26, 2021
September 6, 2021	September 9, 2021
September 20, 2021	September 23, 2021
October 4, 2021	October 7, 2021
October 18, 2021	October 21, 2021
November 1, 2021	November 04, 2021
November 15, 2021	November 18, 2021
November 29, 2021	December 2, 2021
December 13, 2021	December 16, 2021
December 27, 2021	December 30, 2021

DEMANDS NOT TURNED IN ON THE DUE DATE WILL BE PROCESSED ON THE FOLLOWING DUE DATE UNLESS PRIOR APPROVAL FROM THE BOARD'S OFFICE IS RECEIVED.

CHECKS CAN BE PICKED UP AFTER 4:00 P.M. ON THURSDAY