

2019 PURCHASE ORDER PROCESSING SCHEDULE

<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
December 17, 2018	December 20, 2018
December 31, 2018	January 3, 2019
January 14, 2019	January 17, 2019
January 28, 2019	January 31, 2019
February 11, 2019	February 14, 2019
February 25, 2019	February 28, 2019
March 11, 2019	March 14, 2019
March 25, 2019	March 28, 2019
April 8, 2019	April 11, 2019
April 22, 2019	April 25, 2019
May 6, 2019	May 9, 2019
May 20, 2019	May 23, 2019
June 3, 2019	June 6, 2019
June 17, 2019	June 20, 2019
July 1, 2019	July 3, 2019
July 15, 2019	July 18, 2019
July 29, 2019	August 1, 2019
August 12, 2019	August 15, 2019
August 26, 2019	August 29, 2019
September 9, 2019	September 12, 2019
September 23, 2019	September 26, 2019
October 7, 2019	October 10, 2019
October 21, 2019	October 24, 2019
November 4, 2019	November 7, 2019
November 18, 2019	November 21, 2019
December 2, 2019	December 5, 2019
December 16, 2019	December 19, 2019
December 30, 2019	January 2, 2020
January 13, 2019	January 16, 2020

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