

## **TIMELINES FOR ACCOUNTS PAYABLE PROCESSING**

The SASSED Board of Control meets on the fourth Wednesday of the month. The Board must approve all financial transactions. In order for the Business Department to process the accounts payable, all information is needed in the Business Department by the dates outlined below. Adequate documentation is required for processing. Generally, all documentation is due by the first Friday of the month for the subsequent Board meeting.

<b>Board of Control Meeting Dates</b>	<b>Documentation Due in Business Office</b>
TBD	July 3, 2009
August 26, 2009	August 7, 2009
September 23, 2009	September 4, 2009
October 28, 2009	October 2, 2009
TBD	November 6, 2009
December 9, 2009	December 4, 2009
January 27, 2010	January 4, 2010
February 24, 2010	February 5, 2010
March 24, 2010	March 5, 2010
April 28, 2010	April 2, 2010
May 26, 2010	May 7, 2010
June 23, 2010	June 4, 2010