

Pittsford Schools

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Leeanne G. Reister
Director of Finance

TO: Pittsford Central School District Staff

FROM: Leanne Reister, Director of Finance 

RE: 2021-22 Accounts Payable Check Runs

DATE: May 12, 2021

During the 2021-22 school year, Accounts Payable checks will be printed on every other Thursday with a check date of Friday. It is essential to get any approved purchase orders and claim forms to the Accounts Payable Office by noon on Wednesday prior to the check run date in order to meet claims auditing requirements. The check run schedule is as follows:

July 9 and 23, 2021

August 6, and 20, 2021

September 3 and 17, 2021

October 1, 15 and 29, 2021

November 12* and 23, 2021

December 10 and 23*, 2021

January 7 and 21, 2022

February 4 and 18, 2022

March 4 and 18, 2022

April 1, 14* and 29, 2022

May 13 and 27, 2022

June 10, 24 and 30, 2022

Please plan your check needs according to this schedule. If a special check is needed, contact Holly Evans at extension 1046. Thank you in advance for your cooperation. The district appreciates your ongoing efforts in getting our vendors paid on a timely basis.

*Please note: Checks will run one day early due to holiday or school break. PO and claim form cut off will be at Noon on Tuesday of these weeks.

Michael Pero, Superintendent of Schools, Pittsford Central School District

Allen Creek Elementary • Jefferson Road Elementary • Mendon Center Elementary • Park Road Elementary • Thornell Road Elementary
Barker Road Middle School • Calkins Road Middle School • Pittsford Mendon High School • Pittsford Sutherland High School

www.pittsfordschools.org