

JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day HOLIDAY	3	4	5	6	7
8	9	10	11 PAYROLL Vendor Check Printing – 9:00	12	13	14
15	16 M L King Day HOLIDAY	17	18 Vendor Check Printing – 9:00	19	20	21
22	23	24	25 PAYROLL Vendor Check Printing – 9:00	26	27	28
29	30	31 Vendor Check Printing – 9:00				

Invoices must be received 2 business days prior to Vendor Check Run

FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
5	6	7	PAYROLL 8 Vendor Check Printing – 9:00	9	10	11	
12	13 Lincoln's Birthday Floating Holiday	14 Valentine's Day	15 Vendor Check Printing – 9:00	16	17	18	
19	20 Presidents' Day HOLIDAY	21	PAYROLL 22 Vendor Check Printing – 9:00	23	24	25	
26	27	28 Vendor Check Printing – 9:00	Fiscal Year End is March 31 st . Please review March for important dates.				

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MARCH 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	PAYROLL 8 Vendor Check Printing – 9:00	9	10	11
12	13	14	15 Vendor Check Printing – 9:00	16	17	18
19	20 Last Day for invoices posting to F&A	21	PAYROLL 22 Vendor Check Printing – 9:00	23	24	25
26	27	28	29	30 Vendor Check Printing – 9:00	31 Fiscal Year End	

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APRIL 2023

Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday
						1
2	3	4	PAYROLL 5 Vendor Check Printing – 9:00	6	7 Good Friday	8
9 Easter Sunday	10	11	12 Vendor Check Printing – 9:00	13	14	15
16	17	18	PAYROLL 19 Vendor Check Printing – 9:00	20	21	22
23	24	25	26	27	28 Vendor Check Printing – 9:00	29
30						

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MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	PAYROLL 3 Vendor Check Printing – 9:00	4	5	6
7	8	9	10 Vendor Check Printing – 9:00	11	12	13
14 <i>Mother's Day</i>	15	16	PAYROLL 17 Vendor Check Printing – 9:00	18	19	20
21	22	23	24 Vendor Check Printing – 9:00	25	26	27
28	29 <i>Memorial Day HOLIDAY</i>	30	PAYROLL 31 Vendor Check Printing – 9:00			

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JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Vendor Check Printing – 9:00	8	9	10
11	12	13	14 PAYROLL Vendor Check Printing – 9:00	15	16	17
18 Father's Day	19 Juneteenth HOLIDAY	20	21 Vendor Check Printing – 9:00	22	23	24
25	26	27	28 PAYROLL	29	30 Vendor Check Printing – 9:00	

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JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day HOLIDAY	5	6	7	8
9	10	11	12 PAYROLL Vendor Check Printing – 9:00	13	14	15
16	17	18	19 Vendor Check Printing – 9:00	20	21	22
23	24	25	26 PAYROLL Vendor Check Printing – 9:00	27	28	29
30	31 Vendor Check Printing – 9:00					

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AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	PAYROLL 9 Vendor Check Printing – 9:00	10	11	12
13	14	15	16 Vendor Check Printing – 9:00	17	18	19
20	21	22	PAYROLL 23 Vendor Check Printing – 9:00	24	25	26
27	28	29	30	31 Vendor Check Printing – 9:00		

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SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day HOLIDAY	5	6 PAYROLL Vendor Check Printing – 9:00	7	8	9
10	11	12	13 Vendor Check Printing – 9:00	14	15	16
17	18	19	20 PAYROLL Vendor Check Printing – 9:00	21	22	23
24	25	26	27	28	29 Vendor Check Printing – 9:00	30

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OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	PAYROLL 4 Vendor Check Printing – 9:00	5	6	7
8	9 Columbus Day HOLIDAY	10	11 Vendor Check Printing – 9:00	12	13	14
15	16	17	PAYROLL 18 Vendor Check Printing – 9:00	19	20	21
22	23	24	25 Vendor Check Printing – 9:00	26	27	28
29	30	31 Halloween Vendor Check Printing – 9:00				

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NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			PAYROLL 1	2	3	4
5	6	7 Election Day Floating Holiday	8 Vendor Check Printing – 9:00	9	10	11 Veterans Day Floating Holiday
12	13	14	PAYROLL 15 Vendor Check Printing – 9:00	16	17	18
19	20	21	22 Vendor Check Printing – 9:00	23 Thanksgiving Day HOLIDAY	24	25
26	27	28	PAYROLL 29	30 Vendor Check Printing – 9:00		

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DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Vendor Check Printing – 9:00	7	8	9
10	11	12	13 PAYROLL Vendor Check Printing – 9:00	14	15 Submit 1099 information to Central Office	16
17	18	19	20 Vendor Check Printing – 9:00	21	22	23
24	25 Christmas HOLIDAY	26	27 PAYROLL	28	29 Vendor Check Printing – 9:00	30
31						

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