

JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day HOLIDAY	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 M L King Day HOLIDAY	21	PAYROLL 22 Vendor Check Printing – 9:00	23	24	25
26	27	28	29	30	31 Vendor Check Printing – 9:00	

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

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Fiscal Year End is March 31 st . Please review March for important dates.					1
2	3	4	PAYROLL 5	6	7	8
			Vendor Check Printing – 9:00			
9	10	11	12	13	14	15
			Vendor Check Printing – 9:00 <i>Lincoln's Birthday</i>			
16	17	18	PAYROLL 19	20	21	22
	<i>Presidents' Day HOLIDAY</i>		Vendor Check Printing – 9:00			
23	24	25	26	27	28	
					Vendor Check Printing – 9:00	

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MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<div style="background-color: black; color: white; padding: 5px; text-align: center;"> Fiscal Year End is March 31st. Please review March for important dates. </div>					1
2	3	4	PAYROLL 5 Vendor Check Printing – 9:00	6	7	8
9	10	11	12 Vendor Check Printing – 9:00	13	14	15
16	17	18 Last Day for invoices posting to F&A	PAYROLL 19 Vendor Check Printing – 9:00	20	21	22
23	24	25	26 Vendor Check Printing – 9:00	27	28	29
30	31 Vendor Check Printing – 9:00					

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APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	PAYROLL 2	3	4	5
6	7	8	9	10	11	12
			Vendor Check Printing – 9:00			
13	14	15	PAYROLL 16	17	18	19
			Vendor Check Printing – 9:00		Good Friday	
20	21	22	23	24	25	26
Easter Sunday			Vendor Check Printing – 9:00			
27	28	29	PAYROLL 30			
			Vendor Check Printing – 9:00			

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MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Vendor Check Printing – 9:00	8	9	10
11 Mother's Day	12	13	14 PAYROLL Vendor Check Printing – 9:00	15	16	17
18	19	20	21 Vendor Check Printing – 9:00	22	23	24
25	26 Memorial Day HOLIDAY	27	28 PAYROLL	29	30 Vendor Check Printing – 9:00	31

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JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Vendor Check Printing – 9:00	5	6	7
8	9	10	11 PAYROLL Vendor Check Printing – 9:00	12	13	14
15 Father's Day	16	17	18 Vendor Check Printing – 9:00	19 Juneteenth HOLIDAY	20	21
22	23	24	25 PAYROLL Vendor Check Printing – 9:00	26	27	28
29	30 Vendor Check Printing – 9:00					

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JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 <small>Independence Day - HOLIDAY</small>	5
6	7	8	9 <small>PAYROLL</small> <small>Vendor Check Printing – 9:00</small>	10	11	12
13	14	15	16 <small>Vendor Check Printing – 9:00</small>	17	18	19
20	21	22	23 <small>PAYROLL</small> <small>Vendor Check Printing – 9:00</small>	24	25	26
27	28	29	30	31 <small>Vendor Check Printing – 9:00</small>		

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AUGUST 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	PAYROLL 6 Vendor Check Printing – 9:00	7	8	9
10	11	12	13 Vendor Check Printing – 9:00	14	15	16
17	18	19	PAYROLL 20 Vendor Check Printing – 9:00	21	22	23
24	25	26	27	28	29 Vendor Check Printing – 9:00	30
31						

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

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Labor Day HOLIDAY	2	PAYROLL 3	4	5	6
7	8	9	10 Vendor Check Printing – 9:00	11	12	13
14	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	30 Vendor Check Printing – 9:00				

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OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	PAYROLL 1	2	3	4
5	6	7	8	9	10	11
			Vendor Check Printing – 9:00			
12	13	14	PAYROLL 15	16	17	18
	Columbus Day HOLIDAY		Vendor Check Printing – 9:00			
19	20	21	22	23	24	25
			Vendor Check Printing – 9:00			
26	27	28	PAYROLL 29	30	31	1
					Halloween Vendor Check Printing – 9:00	

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NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 <i>Election Day</i>	5 Vendor Check Printing – 9:00	6	7	8
9	10	11 <i>Veterans Day HOLIDAY</i>	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 <i>Thanksgiving Day - HOLIDAY</i>	28	29
30						

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DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Vendor Check Printing – 9:00	4	5	6
7	8	9	10 PAYROLL Vendor Check Printing – 9:00	11	12	13
14	15	16	17 Vendor Check Printing – 9:00	18	19	20
21	22	23	24 PAYROLL Vendor Check Printing – 9:00	25 Christmas HOLIDAY	26	27
28	29	30	31 Vendor Check Printing – 9:00			

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