

Prairie Hills Elementary School District 144

Memo

To: All Staff

From: Ms. Talangea Robinson, Confidential Accounts Payable Specialist

CC: Sheryl Coleman, Director of Business Affairs
Dr. Terry O'Brien, Interim Superintendent
Dr. Denise Julius, Interim Superintendent

Subject: Invoice(s) Cut Off Time for Payments

Date: 2023-2024

Listed below is a schedule of cut-off dates for invoices to be submitted to the business office for

Months	Invoice(s) Due to Ms. Robinson	Finance Mtg Dates	Board Mtg Dates
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payment for 2023-2024. If you have any questions, please contact me at (708) 210-2896.

July	3 rd	11 th	17 th
August	1 st	15 th	21 th
September	1 st	12 th	18 th
October	2 nd	10 th	16 th
November	6 th	14 th	20 th
December	4 th	12 th	18 th
January	1 st	09 th	16 th
February	5 th	13 th	20 th
March	1 st	12 th	18 th
April	3 rd	09 th	15 th
May	3 rd	14 th	20 th
June	3 rd	11 th	17 th