

Prairie Hills Elementary School District 144

Memo

To: All Principals, Ms. Julia Veazey, Ms. Carrie Ablin and Supervisors

From: Ms. Talangea Robinson, Accounts Payable Clerk

CC: Ms. Deborah Clayton, Chief School Business Official
Dr. Kimako Patterson, Superintendent

Subject: Invoice(s) Cut Off Time for Payments

Date: 2019-2020

Listed below is a schedule of cut-off dates for invoices to be submitted to the business office for payment for 2019-2020. If you have any questions, please contact me at (708) 210-2894.

Month	Invoice(s) Due to Mrs. Robinson	Finance Meeting Dates
July	2 nd	14 th
August	5 th	13 th
September	2 nd	10 th
October	7 th	15 th
November	4 th	12 th
December	2 nd	10 th
January	4 th	14 th
February	3 rd	11 th
March	3 rd	10 th
April	6 th	14 th
May	4 th	12 th
June	1 st	09 th