



MEMO

To: Vendor Community
 From: Yolanda Perez, Fiscal Services Manager
 Subject: POS Payment Schedule
 Date: February 1, 2024
 CC: Dexter Henderson, Kyla Lee, Jesse Rocha, Jenice Turner, Maricel Cruzat, Cesar Garcia

Hello to all,

SCLARC will continue to process two POS check runs per month. **Vendors must submit their invoices by the 3rd of the month to ensure payment on the 10th.** Please note that if your invoices are not submitted by end of the day on the 3rd, they will not be paid on the 10th. Invoices received between the 4th and the 21st will be paid on the check run at the end of the month. Please see the payment schedule below.

Calendar Year 2024 Vendor Payment Schedule

Month	Invoices Submitted by the 3 rd will be paid on the following dates below:	Invoices submitted between the 4 th and 21 st will be paid on the following dates below:
January	01/10/2024	01/26/2024
February	02/09/2024	02/29/2024
March	03/11/2024	03/28/2024
April	04/10/2024	04/26/2024
May	05/10/2024	05/29/2024
June	06/10/2024	06/26/2024
July	07/10/2024	07/26/2024
August	08/09/2024	08/29/2024
September	09/10/2024	09/27/2024
October	10/10/2024	10/28/2024
November	11/12/2024	11/27/2024
December	12/10/2024	12/23/2024 Submit invoices by 12/17/24

***Note: December Invoices should be submitted before the 17th to receive payment on 23rd.**