



MEMO

To: Vendor Community
 From: Yolanda Perez, Fiscal Services Manager
 Subject: POS Payment Schedule
 Date: February 9, 2026
 CC: Dexter Henderson, Kyla Lee, Jesse Rocha, Jenice Turner, Cesar Garcia, Cherylle Mallinson, Kiara Lopez

Hello Vendor Community,

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.** If the 10th is on the weekend, the payment will be received the following business day. 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 submitted between the 4th and the 21st will be paid on the check run at the end of the month around the 28th. Please see the payment schedule below.

Calendar Year 2026 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	01/12/2026	01/28/2026
February	02/10/2026	02/27/2026
March	03/10/2026	03/27/2026
April	04/10/2026	04/28/2026
May	05/11/2026	05/28/2026
June	06/10/2026	06/26/2026
July	07/10/2026	07/28/2026
August	08/10/2026	08/28/2026
September	09/10/2026	09/28/2026
October	10/12/2026	10/28/2026
November	11/10/2026	11/27/2026
December	12/10/2026	12/24/2026 Submit invoices by 12/17/26

***Note**

December Invoices should be submitted by end of day the 17th to receive payment on 12/24/26.