

Saint Michael's College

Invoice Processing and Payment Schedule

Invoice deadline

Invoices must be entered and **approved by 5:00 p.m. on Monday afternoon** to be included in the current week's payment runs.

Payment Schedules

- Payments via ACH (direct deposit)
 - Suppliers accepting ACH payments are processed each week
 - ACH payments are processed and transmitted to the bank every Tuesday afternoon with funds being direct deposited to recipients' banks on Wednesday.

- Payments via check*
 - Suppliers accepting checks are processed on a bi-weekly schedule
 - Checks are printed on Tuesday for a mailing on Thursday

Below is the check mailing schedule for the remainder of calendar 2021.

Week of (Monday)	Check mailed (Thursday)
May 31	June 3
June 14	June 17
June 28	July 1
July 12	July 15
July 26	July 29
August 9	August 12
August 23	August 26
September 6	September 9
September 20	September 23
October 4	October 7
October 18	October 21
November 1	November 4
November 15	November 18
November 29	December 2
December 13	December 16
December 20**	December 23**

* Suppliers are encouraged to provide their banking information to convert to ACH processing for more frequent payment options. Please work with your supplier contacts to obtain this important information.

**This is the only off-cycle payment to accommodate the end of year holiday break. Bi-weekly check payments will resume on January 13, 2022.