

Saint Michael's College

Invoice Processing and Payment Schedule

Calendar 2022 (January – June)

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

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.

Check payments* – Suppliers accepting checks only are processed on a bi-weekly schedule

- Checks are processed on Tuesday for a mailing on Thursday

Below is the check mailing schedule for the first half of calendar 2022.

Week of (Monday)	Check mailed (Thursday)
Jan 10	Jan 13
Jan 24	Jan 27
Feb 7	Feb 10
Feb 21	Feb 24
March 7	March 10
March 21	March 24
April 4	April 7
April 18	April 21
May 2	May 5
May 16	May 19
May 30	June 2
June 13	June 16
June 27	June 30

* 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.