

Saint Michael's College

Invoice Processing and Payment Schedule

Calendar Year 2022

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 every other Tuesday for a mailing on Thursday

Below is the check mailing schedule for calendar 2022.

Week of (Monday)	Check mailed (Thursday)
Jan 10	Jan 13
Jan 24	Jan 27
Feb 07	Feb 10
Feb 21	Feb 24
Mar 07	Mar 10
Mar 21	Mar 24
Apr 04	Apr 07
Apr 18	Apr 21
May 02	May 05
May 16	May 19
May 30	Jun 02
Jun 13	Jun 16
Jun 27	Jun 30
Jul 11	Jul 14
Jul 25	Jul 28
Aug 08	Aug 11
Aug 22	Aug 25
Sep 05	Sep 08
Sep 19	Sep 22
Oct 03	Oct 06
Oct 17	Oct 20
Oct 31	Nov 03
Nov 14	Nov 17
Nov 28	Dec 01
Dec 12	Dec 15
Dec 26	Dec 29

* Suppliers are encouraged to provide their banking information to convert to ACH processing for more frequent payment options. Please work with your Supplier Contact to obtain.