

Saint Michael's College

Invoice Processing and Payment Schedule

Calendar 2023 (January – December)

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 09	Jan 12
Jan 23	Jan 26
Feb 06	Feb 09
Feb 20	Feb 23
Mar 06	Mar 09
Mar 20	Mar 23
Apr 03	Apr 06
Apr 17	Apr 20
May 01	May 04
May 15	May 18
May 29	Jun 01
Jun 12	Jun 15
Jun 26	Jun 29
Jul 10	Jul 13
Jul 24	Jul 27
Aug 07	Aug 10
Aug 21	Aug 24
Sep 04	Sep 07
Sep 18	Sep 21
Oct 02	Oct 05
Oct 16	Oct 19
Oct 30	Nov 02
Nov 13	Nov 16
Nov 27	Nov 30
Dec 11	Dec 14
Dec 25	Dec 28 – Holiday Adjusted-TBD

* 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.