



Accounts Payable Department



2005 Award Recipient

**ACCOUNTS PAYABLE 2017 PAY DATES**

205 East B Street  
Jenks, OK 74037-3900  
(918) 299-4411  
[www.jenksps.org](http://www.jenksps.org)

Listed below are dates for payments through accounts payable. Please notice the deadline for invoices to be in the accounts payable office in order to be paid on a particular pay date. Please note that payments will only be made on those purchase orders that have been approved by the School Board. The encumbrance register goes to the Board for approval once a month. Contractor payments and bond fund checks are released on the 15<sup>th</sup>. (\*Board Meeting Date)

<b>Deadline Date</b>	<b>Accounts Payable Date</b>
Tuesday, 1/10	Monday, 1/16*
Tuesday, 1/31 Wednesday, 2/15	Monday, 2/06* Tuesday, 2/21
Tuesday, 2/28 Wednesday, 3/15	Monday, 3/06* Tuesday, 3/21
Tuesday, 3/28 Thursday, 4/13	Monday, 4/03* Wednesday, 4/19
Tuesday, 4/25 Monday, 5/15	Monday 5/01* Thursday, 5/18
Tuesday, 5/23 Thursday, 6/15	Monday, 6/05* Thursday, 6/22
Wednesday, 7/05 Tuesday, 7/18	Monday, 7/10* Monday, 7/24
Tuesday, 8/01 Monday, 8/21	Monday, 8/07* Thursday, 8/24
Tuesday, 9/05 Monday, 9/18	Monday, 9/11* Thursday, 9/21
Tuesday, 9/26 Thursday, 10/12	Monday, 10/02* Tuesday, 10/17
Tuesday, 10/31 Tuesday, 11/14	Monday, 11/06* Friday, 11/17
Tuesday, 11/28 Monday, 12/11	Monday, 12/04* Thursday, 12/14

Please call Deborah Smith, ext. 2339, if you have questions.



*Home of the Trojans*