

2017/2018 A/P Transmittal Schedule

TO: Gwen Carmolli, Sara Collins, Steve Davis, Sheila Doherty, Mark Ellingson, Heather Finelli, Rick Johnson, Katie Roth, Kim Lamothe, Pam Lowe, Carrie Lutz, Amanda Pariseau, Jessica Phelan, Sue Phillips, Pam Reith, George Trieb

FROM: Kim Newton

DATE: April 20, 2017

BILLS DUE ON THE MORNING OF:	WARRANT #
07/05/17	07/06/17*
07/18/17	07/19/17
08/01/17	08/02/17
08/15/17	08/16/17
08/29/17	08/30/17
09/12/17	09/13/17
09/26/17	09/27/17
10/10/17	10/11/17
10/24/17	10/25/17
11/07/17	11/08/17
11/21/17	11/22/17
12/05/17	12/06/17
12/19/17	12/20/17
<u>2018</u>	
01/03/18	01/04/18*
01/16/18	01/17/18
01/30/18	01/31/18
02/13/18	02/14/18
02/27/18	02/28/18
03/13/18	03/14/18
03/27/18	03/28/18
04/10/18	04/11/18
04/24/18	04/25/18
05/08/18	05/09/18
05/22/18	05/23/18
06/05/18	06/06/18
06/19/18	06/20/18
06/28/18	06/29/18**

If, on any date you are not sending a transmittal, please give me a call or send an e-mail. Thank you!

*The July 6, 2017 and January 4, 2018 warrants are on Thursdays due to the holiday.

**Please note the last two transmittals for the 17/18 fiscal year are a week apart allowing us to pay as many invoices as we can before the end of the fiscal year.