



**WINCHESTER PUBLIC SCHOOLS  
2016-2017 INVOICE CUT-OFF DATES  
SCHOOL BOARD MEETING DATES**

<b>FINANCE DEPARTMENT INVOICE CUT-OFF DATES</b>	<b>EXPENDITURE REPORT TO SUPERINTENDENT'S OFFICE</b>	<b>PACKETS DELIVERED TO SCHOOL BOARD MEMBERS</b>	<b>SCHOOL BOARD MEETING DATE</b>
June 23, 2016	June 27, 2016	June 29, 2016	July 1, 2016
July 7, 2016	July 11, 2016	July 15, 2016	July 18, 2016
July 28, 2016	August 1, 2016	August 5, 2016	August 8, 2016
August 11, 2016	August 15, 2016	August 19, 2016	August 22, 2016
September 1, 2016	September 6, 2016	September 9, 2016	September 12, 2016
September 15, 2016	September 19, 2016	September 23, 2016	September 26, 2016
September 29, 2016	October 3, 2016	October 7, 2016	October 10, 2016
October 13, 2016	October 17, 2016	October 21, 2016	October 24, 2016
November 3, 2016	November 7, 2016	November 11, 2016	November 14, 2016
November 17, 2016	November 18, 2016	November 22, 2016	November 28, 2016
December 1, 2016	December 5, 2016	December 9, 2016	December 12, 2016
December 12, 2016	December 14, 2016	December 16, 2016	December 20, 2016
December 29, 2016	January 3, 2017	January 6, 2017	January 9, 2017
January 12, 2017	January 17, 2017	January 20, 2017	January 23, 2017
February 2, 2017	February 6, 2017	February 10, 2017	February 13, 2017
February 16, 2017	February 21, 2017	February 24, 2017	February 27, 2017
March 2, 2017	March 6, 2017	March 10, 2017	March 13, 2017
March 16, 2017	March 20, 2017	March 24, 2017	March 27, 2017
March 30, 2017	April 3, 2017	April 7, 2017	April 10, 2017
April 11, 2017	April 12, 2017	April 21, 2017	April 24, 2017
April 27, 2017	May 1, 2017	May 4, 2017	May 8, 2017
May 11, 2017	May 15, 2017	May 19, 2017	May 22, 2017
June 1, 2017	June 5, 2017	June 9, 2017	June 12, 2017

**PLEASE DO NOT HOLD INVOICES UNTIL THE FINANCE DEPARTMENT CUT-OFF DATE.  
SEND APPROVED INVOICES TO THE FINANCE OFFICE DAILY.  
THE FINANCE DEPARTMENT SHOULD RECEIVE INVOICES BY 12 NOON ON THE CUT-OFF DATE TO BE APPROVED  
FOR PAYMENT AT THE NEXT SCHOOL BOARD MEETING. ANY INVOICES RECEIVED AFTER 12 NOON WILL BE  
CONSIDERED THE NEXT DAY'S MAIL.**

**\*Special check run to be approved by School Board.\***

