



**WINCHESTER PUBLIC SCHOOLS
2021-2022 INVOICE CUT-OFF DATES
SCHOOL BOARD MEETING DATES**

FINANCE DEPARTMENT INVOICE CUT-OFF DATES	EXPENDITURE REPORT TO SUPERINTENDENT'S OFFICE	PACKETS DELIVERED TO SCHOOL BOARD MEMBERS	SCHOOL BOARD MEETING DATE
July 30, 2021	August 2, 2021	August 3, 2021	August 9, 2021
August 13, 2021	August 16, 2021	August 17, 2021	August 23, 2021
September 3, 2021	September 6, 2021	September 7, 2021	September 13, 2021
September 17, 2021	September 20, 2021	September 21, 2021	September 27, 2021
October 1, 2021	October 4, 2021	October 5, 2021	October 11, 2021
October 15, 2021	October 18, 2021	October 19, 2021	October 25, 2021
October 29, 2021	November 1, 2021	November 2, 2021	November 8, 2021
November 12, 2021	November 15, 2021	November 16, 2021	November 22, 2021
December 3, 2021	December 6, 2021	December 7, 2021	December 13, 2021
December 31, 2021	January 3, 2022	January 4, 2022	January 10, 2022
January 14, 2022	January 17, 2022	January 18, 2022	January 24, 2022
February 4, 2022	February 7, 2022	February 8, 2022	February 14, 2022
February 18, 2022	February 21, 2022	February 22, 2022	February 28, 2022
March 4, 2022	March 7, 2022	March 8, 2022	March 14, 2022
March 18, 2022	March 21, 2022	March 22, 2022	March 28, 2022
March 25, 2022	March 28, 2022	March 29, 2022	April 4, 2022
April 15, 2022	April 18, 2022	April 19, 2022	April 25, 2022
April 29, 2022	May 2, 2022	May 3, 2022	May 9, 2022
May 13, 2022	May 16, 2022	May 17, 2022	May 23, 2022
June 3, 2022	June 6, 2022	June 7, 2022	June 13, 2022
June 17, 2022	June 20, 2022	June 21, 2022	June 27, 2022

**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.**