

Requisition Processing Calendar for 2024/2025

<u>Deadline for Requisitions</u>	<u>Payment Processing Date</u>
July 04, 2024	July 11, 2024
July 11, 2024	July 18, 2024
July 18, 2024	July 25, 2024
July 25, 2024	August 06 or 08, 2024**
August 01, 2024	August 08, 2024
August 08, 2024	August 15, 2024
August 15, 2024	August 22, 2024
August 22, 2024	August 29, 2024
August 29, 2024	September 10 or 12, 2024**

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**

Requisition Processing Calendar for 2024/2025

Deadline for Requisitions

September 05, 2024

September 12, 2024

September 19, 2024

September 26, 2024

October 03, 2024

October 10, 2024

October 17, 2024

October 24, 2024

October 31, 2024

Payment Processing Date

September 12, 2024

September 19, 2024

September 26, 2024

October 08 or 10, 2024

October 10, 2024

October 24, 2024**

October 24, 2024

October 31, 2024

November 07, 2024

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**

Requisition Processing Calendar for 2024/2025

Deadline for Requisitions

Payment Processing Date

November 07, 2024

November 19 or 21, 2024**

November 14, 2024

November 21, 2024

November 21, 2024

December 05, 2024**

November 28, 2024

December 05, 2024

December 05, 2024

December 12, 2024

December 12, 2024

December 19, 2024

~~December 19, 2024~~

~~January 9, 2025**~~

~~December 26, 2024~~

~~January 9, 2025**~~

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**

Requisition Processing Calendar for 2024/2025

Deadline for Requisitions

January 02, 2025

January 09, 2025

January 16, 2025

January 30, 2025

February 06, 2025

February 13, 2025

February 20, 2025

February 27, 2025

Payment Processing Date

January 09, 2025

January 16, 2025

January 28 or 30, 2025**

February 06, 2025

February 13, 2025

February 25 or 27, 2025**

February 27, 2025

March 06, 2025

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**

Requisition Processing Calendar for 2024/2025

Deadline for Requisitions

March 06, 2025

March 13, 2025

March 20, 2025

March 27, 2025

April 03, 2025

April 10, 2025

April 17, 2025

April 24, 2025

Payment Processing Date

March 13, 2025

March 20, 2025

March 27, 2025

April 8 or 10, 2025

April 10, 2025

April 17, 2025

April 24, 2025

May 06 or 08, 2025

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**

Requisition Processing Calendar for 2024/2025

Deadline for Requisitions

May 01, 2025

May 08, 2025

May 15, 2025

May 25, 2025

May 29, 2025

June 05, 2025

(Last draw of FYE 2025)

Payment Processing Date

May 08, 2025

May 15, 2025

May 22, 2025

June 03 or 05, 2025**

June 05, 2025

June 12, 2025

Note: Please allow 3 business days for receipt of payment.
****Holiday falls within requisition processing period and extends payment date.**