

MEMORANDUM

DATE: December 30, 2015

TO: Community Projects / Consultants of the BCCF

FROM: Kelsey Ramsey, Finance Officer

RE: Payment of Invoices

Please use the following schedule when submitting invoices for payment. Because the process of issuing checks is time consuming, appropriate lead-time is required in order to ensure that checks are printed on a timely basis.

All expenditure requests must have original documentation and appropriate approval signatures prior to processing. **Any requests without required documentation will not be processed.**

Checks will be available after 3:00 p.m. on the check release date. Please allow up to 10 business days for checks to arrive via mail.

If you have any questions, please contact Kelsey Ramsey, Finance Officer at (269) 962-2181, or kelsey@bccfoundation.org.

Expenditure Request Deadline

Friday, January 8, 2016
Friday, January 22, 2016
Monday, February 8, 2016
Monday, February 22, 2016
Tuesday, March 8, 2016
Tuesday, March 22, 2016
Friday, April 8, 2016
Friday, April 22, 2016
Friday, May 6, 2016
Friday, May 20, 2016
Wednesday, June 8, 2016
Thursday, June 23, 2016
Friday, July 8, 2016
Friday, July 22, 2016
Monday, August 8, 2016
Tuesday, August 23, 2016
Thursday, September 8, 2016
Friday, September 23, 2016
Friday, October 7, 2016
Friday, October 21, 2016
Tuesday, November 8, 2016
Monday, November 21, 2016
Thursday, December 8, 2016
Tuesday, December 20, 2016

Check Release Date

Friday, January 15, 2016
Friday, January 29, 2016
Monday, February 15, 2016
Monday, February 29, 2016
Tuesday, March 15, 2016
Wednesday, March 30, 2016
Friday, April 15, 2016
Friday, April 29, 2016
Friday, May 13, 2016
Friday, May 27, 2016
Wednesday, June 15, 2016
Thursday, June 30, 2016
Friday, July 15, 2016
Friday, July 29, 2016
Monday, August 15, 2016
Tuesday, August 30, 2016
Thursday, September 15, 2016
Friday, September 30, 2016
Friday, October 14, 2016
Friday, October 28, 2016
Tuesday, November 15, 2016
Wednesday, November 30, 2016
Thursday, December 15, 2016
Thursday, December 29, 2016