



INVOICE
SUBMISSION SCHEDULE
2024

PAY APPLICATION/INVOICE DUE DATES 2024
Invoices are approved during the Monthly Board Meetings.

Work Completed During the Month of:	Contractor Uploads Formal Pay Application in e-Builder ¹	CM Approves Pay Application in eBuilder	PM Approval in e-Builder	Manager and Director Approval in e-Builder	Accounting Due Date	Change Order Exhibits Due ² (by Weds the week prior to Board Meeting)	Board Meeting Date
December/2023	Tuesday, January 2, 2024	Wednesday, January 3, 2024	Friday, January 5, 2024	Tuesday, January 9, 2024	Thursday, January 11, 2024	Wednesday, January 17, 2024	Thursday, January 25, 2024
January/2024	Tuesday, January 30, 2024	Wednesday, January 31, 2024	Friday, February 2, 2024	Tuesday, February 6, 2024	Thursday, February 8, 2024	Wednesday, February 14, 2024	Thursday, February 22, 2024
February/2024	Tuesday, March 5, 2024	Wednesday, March 6, 2024	Friday, March 8, 2024	Tuesday, March 12, 2024	Thursday, March 14, 2024	Wednesday, March 20, 2024	Thursday, March 28, 2024
March/2024	Tuesday, April 2, 2024	Wednesday, April 3, 2024	Friday, April 5, 2024	Tuesday, April 9, 2024	Thursday, April 11, 2024	Wednesday, April 17, 2024	Thursday, April 25, 2024
April/2024	Tuesday, April 23, 2024	Wednesday, April 24, 2024	Friday, April 26, 2024	Tuesday, April 30, 2024	Thursday, May 2, 2024	Wednesday, May 8, 2024	Thursday, May 16, 2024
May/2024	Tuesday, June 4, 2024	Wednesday, June 5, 2024	Friday, June 7, 2024	Tuesday, June 11, 2024	Thursday, June 13, 2024	Wednesday, June 19, 2024	Thursday, June 27, 2024
June/2024	Tuesday, July 2, 2024	Wednesday, July 3, 2024	Friday, July 5, 2024	Tuesday, July 9, 2024	Thursday, July 11, 2024	Wednesday, July 17, 2024	Thursday, July 25, 2024
No Board Meeting in August							
August/2024	Tuesday, September 3, 2024	Wednesday, September 4, 2024	Friday, September 6, 2024	Tuesday, September 10, 2024	Thursday, September 12, 2024	Wednesday, September 18, 2024	Thursday, September 26, 2024
September/2024	Tuesday, October 1, 2024	Wednesday, October 2, 2024	Friday, October 4, 2024	Tuesday, October 8, 2024	Thursday, October 10, 2024	Wednesday, October 16, 2024	Thursday, October 24, 2024
October/2024	Tuesday, October 29, 2024	Wednesday, October 30, 2024	Friday, November 1, 2024	Tuesday, November 5, 2024	Thursday, November 7, 2024	Wednesday, November 13, 2024	Thursday, November 21, 2024
November/2024	Monday, November 18, 2024	Tuesday, November 19, 2024	Thursday, November 21, 2024	Monday, November 25, 2024	Wednesday, November 27, 2024	Wednesday, December 4, 2024	Thursday, December 12, 2024

Note 1: Contractor must upload APPROVED (pencil copy) pay application approximately 3 weeks prior to Board Meetings.

Note 2: Change Orders (Exhibits) that meet the deadline and are approved at the Board Meeting can then be included on the following month's Pay Application.

Indicates hard deadlines - if these deadlines are missed, the invoice will have to wait until the following month/meeting

Notes:

We pay our Invoices in 60 days. Approval processes take time. If your invoice is approved before the Accounting Due Date, it will make the Board list for payment.

Invoices under \$10,900.00 are paid upon receipt of approval.

Invoices over \$10,900.00 are paid after Board approval.

Dates are subject to change. They are based on the Board Meeting Dates that are not approved until the December Board meeting.