










2019-2020










HIGH DESERT ESD PURCHASING AND PAYROLL SCHEDULE








| Employee Forms Due | |
|---|---|
|  | Timesheets due to Payroll |
|  | Employee Reimbursements due to AP (will be paid in last AP run of month) |







| Purchasing Due | |
|---|--|
|  | Vendor Invoices due to AP |
|  | Final P-Card Allocations/Comments due (even during vacation, no exceptions) |








| Payments Due | |
|---|--|
|  | Payday |
|  | Accounts Payable (AP) Run (paid no later than date) |






| July 2019 | | | | |
|-----------|----|-----------------|-----|---|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 H | 5  |
| 8 | 9 | 10 Non Contract | 11 | 12 Non Contract  |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26  |
| 29 | 30 | 31 | | |









| August 2019 | | | | |
|---|---|----|--|--|
| M | T | W | T | F |
| 5  | 6  | 7 | 8 | 9  |
| 12 | 13 | 14 | 15 | 16  |
| 19 | 20 | 21 | 22  | 23  |
| 26 | 27 | 28 | 29 | 30  |
|  | | | |  |






| September 2019 | | | | |
|----------------|----|----|--|--|
| M | T | W | T | F |
| 4 H | 3 | 4 | 5  | 6  |
| 9 | 10 | 11 | 12  | 13  |
| 16 | 17 | 18 | 19 | 20  |
| 23 | 24 | 25 | 26  | 27  |
| 30 | | | | |


| October 2019 | | | | |
|---|--|----|----|--|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4  |
| 7 | 8 | 9 | 10 | 11  |
| 14 | 15 | 16 | 17 | 18  |
| 21 | 22  | 23 | 24 | 25  |
| 28 | 29 | 30 | 31 | |
|  | | | | |








| November 2019 | | | | |
|---------------|--|--|------|--|
| M | T | W | T | F |
| | | | | 1  |
| 4 | 5  | 6 | 7 | 8  |
| 11 H | 12 | 13 | 14 | 15  |
| 18 | 19 | 20 | 21 | 22  |
| 25 | 26  | 27  | 28 H | 29 Non Contract |







| December 2019 | | | | |
|-----------------|-----------------|------|--|--|
| M | T | W | T | F |
| 2 | 3 | 4 | 5  | 6  |
| 9 | 10 | 11 | 12 | 13  |
| 16 | 17 | 18 | 19 | 20  |
| 23 | 24 | 25 H | 26  | 27 Non Contract |
| 30 Non Contract | 31 Non Contract | | | |







| January 2020 | | | | |
|---|----|--|----|--|
| M | T | W | T | F |
| | | 1 H | 2 | 3  |
| 6 | 7 | 8 | 9 | 10  |
| 13 | 14 | 15 | 16 | 17  |
| 20 H | 21 | 22  | 23 | 24  |
| 27 | 28 | 29 | 30 | 31  |
|  | | | |  |

| February 2020 | | | | |
|---------------|----|---|----|--|
| M | T | W | T | F |
| 3 | 4 | 5  | 6 | 7  |
| 10 | 11 | 12 | 13 | 14  |
| 17 H | 18 | 19 | 20 | 21  |
| 24 | 25 | 26 | 27 | 28  |
| 29 | | | | |

| March 2020 | | | | |
|-----------------|-----------------|----|---|--|
| M | T | W | T | F |
| 2 | 3 | 4 | 5  | 6  |
| 9 | 10 | 11 | 12 | 13  |
| 16 | 17 | 18 | 19 | 20  |
| 23 | 24 | 25 | 26 | 27  |
| 30 Non Contract | 31 Non Contract | | | |

| April 2020 | | | | |
|---|----|--|----|--|
| M | T | W | T | F |
| | | 1 | 2 | 3  |
| 6 | 7 | 8 | 9 | 10  |
| 13 | 14 | 15 | 16 | 17  |
| 20 | 21 | 22  | 23 | 24  |
| 27 | 28 | 29 | 30 | |
|  | | | |  |

| May 2020 | | | | |
|----------|--|----|----|--|
| M | T | W | T | F |
| | | | | 1  |
| 4 | 5  | 6 | 7 | 8  |
| 11 | 12 | 13 | 14 | 15  |
| 18 | 19 | 20 | 21 | 22  |
| 25 H | 26  | 27 | 28 | 29  |

| June 2020 | | | | |
|---|---|----|----|--|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5  |
| 8 | 9 | 10 | 11 | 12  |
| 15 | 16 | 17 | 18 | 19  |
| 22 | 23 | 24 | 25 | 26  |
| 29 | 30 | | | |
|  |  | | | |

* Payment may be delayed if documents are turned in after the applicable due date

01.06.2020

Holly Berhardt (Payroll)
541.693.5610 (ext. 2010)

Rhonda Kingsbury (AP)
541.693.5615 (ext. 2015)

Elayna Keller (AP)
541.693.5616 (ext. 2016)