

2021-2022

HIGH DESERT ESD PURCHASING AND PAYROLL SCHEDULE

**Employee Forms Due**

Timesheets due to Payroll
Employee Reimbursements due to AP

**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 2021**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**August 2021**

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	31			

**September 2021**

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	

**October 2021**

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

**November 2021**

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
				Non-Contract
29	30			

**December 2021**

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

**January 2022**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
	31			

**February 2022**

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				

**March 2022**

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	
Non-Contract	Non-Contract	Non-Contract	Non-Contract	Non-Contract

**April 2022**

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

**May 2022**

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	31			

**June 2022**

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	

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

01.06.2020

Holly Berhardt (Payroll)  
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