

2022-2023 High Desert ESD Purchasing Payroll Calendar

8.24.22

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 (Includes during vacation, no exceptions)

Payments Due	
	Payday
	Accounts Payable Run no later than date

July 2022				
M	T	W	T	F
				1
				2
4 H	5		7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
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	31		

September 2022				
M	T	W	T	F
			1	2
			3	4
5 H	6		8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 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				

November 2022				
M	T	W	T	F
	1	2	3	4
				5
7	8	9	10	11 H
14	15	16	17	18
21	22	23	24 H	25 Non Contract
28	29	30		

December 2022				
M	T	W	T	F
			1	2
			3	4
5			8	9
12	13	14	15	16
19	20	21	22	23
26 H	27 Non Contract	28 Non Contract	29 Non Contract	30 Non Contract

January 2023				
M	T	W	T	F
2 H			5	6
9	10	11	12	13
16 H	17	18	19	20
23	24	25	26	27
30	31			

February 2023				
M	T	W	T	F
		1	2	3
				4
6	7		9	10
13	14	15	16	17
20 H	21	22	23	24
27	28			

March 2023				
M	T	W	T	F
		1	2	3
				4
6			9	10
13	14	15	16	17
20	21	22	23	24
27 Non Contract	28 Non Contract	29 Non Contract	30 Non Contract	31 Non Contract

April 2023				
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

May 2023				
M	T	W	T	F
1	2	3	4	5
				6
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 H	30	31		

June 2023				
M	T	W	T	F
			1	2
			3	4
5			8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

Holly Berhardt (Payroll)
541.693.5610

Rhonda Kingsbury (AP)
541.693.5615