



**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 <sup>1</sup>	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 <sup>2</sup> (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
<b>No Board Meeting in August</b>							
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.