**Accounts Payable and Imprest Checking Account Due Diligence Calendar**

|  |  |  |  |
| --- | --- | --- | --- |
| Check Issue Date | Check Becomes Stale-dated | School/Center Due Diligence Begins | Due Diligence Spreadsheet Due to Controller’s Office |
| January 1 – 31 | April 30 | May 1 | August 31 |
| February 1 – 28 | May 31 | June 1 | August 31 |
| March 1 – 31 | June 30 | July 1 | August 31 |
| April 1 – 30 | July 31 | August 1 | November 30 |
| May 1 – 31 | August 31 | September 1 | November 30 |
| June 1 – 30 | September 30 | October 1 | November 30 |
| July 1 – 31 | October 31 | November 1 | February 28 |
| August 1 – 31 | November 30 | December 1 | February 28 |
| September 1 – 30 | December 31 | January 1 | February 28 |
| October 1 – 31 | January 31 | February 1 | May 31 |
| November 1 – 30 | February 28 | March 1 | May 31 |
| December 1 – 31 | March 31 | April 1 | May 31 |

**Accounts Receivable Credit Diligence Calendar**

|  |  |  |
| --- | --- | --- |
| Date of Last Activity | School/Center Due Diligence Begins | Due Diligence Spreadsheet Due to Controller’s Office |
| January 1 – 31 | May 1 | August 31 |
| February 1 – 28 | June 1 | August 31 |
| March 1 – 31 | July 1 | August 31 |
| April 1 – 30 | August 1 | November 30 |
| May 1 – 31 | September 1 | November 30 |
| June 1 – 30 | October 1 | November 30 |
| July 1 – 31 | November 1 | February 28 |
| August 1 – 31 | December 1 | February 28 |
| September 1 – 30 | January 1 | February 28 |
| October 1 – 31 | February 1 | May 31 |
| November 1 – 30 | March 1 | May 31 |
| December 1 – 31 | April 1 | May 31 |