

Montclair Public Schools
Bill List Schedule - REVISED
2021-2022 School Year

	Last Day for Paperwork Submission to Accounts Payable*	Bill List Cut	Checks to be Approved at Board Meeting on	Date on the Checks
Summer Bills List 1	7/8/2021	7/13/2021	7/19/2021	7/20/2021
Summer Bills List 2	8/5/2021	8/10/2021	8/16/2021	8/17/2021
Summer Bills List 3**	8/26/2021	8/31/2021	9/20/2021	8/31/2021
September	9/9/2021	9/14/2021	9/20/2021	9/21/2021
October**	9/27/2021	9/30/2021	10/18/2021	9/30/2021
October	10/7/2021	10/12/2021	10/18/2021	10/19/2021
November	11/3/2021	11/9/2021	11/15/2021	11/16/2021
December	12/9/2021	12/14/2021	12/20/2021	12/21/2021
January	1/6/2022	1/11/2022	1/19/2022	1/20/2022
February	2/10/2022	2/15/2022	2/23/2022	2/24/2022
March	3/10/2022	3/15/2022	3/21/2022	3/22/2022
April ***	3/30/2022	4/4/2022	4/13/2022	4/14/2022
May	5/5/2022	5/10/2022	5/16/2022	5/17/2022
June	6/9/2022	6/14/2022	TBD	TBD
End of Year Clean Up	6/27/2022	6/30/2022	July 2022	6/30/2022

* Paperwork needed in Accounts Payable are:

1. Invoice from the vendor.
2. Signed vendor copy of the purchase order (yellow).
3. Signed receiving copy of the purchase order (pink).

NOTE: Dates subject to change should board meetings be cancelled or rescheduled.

** - Additional bills list to process payments for Federal and/or State grants to be in compliance with grant requirements.

*** - Revised dates as the 4/18/22 meeting was rescheduled to 4/13/22.