

**Lexington School District 4**  
**Accounts Payable Schedule**  
**FY 2023-2024**

*\*This schedule is subject to change with proper notification.*

Pay Period	District Deadline	Pay Date	Pay Period	District Deadline	Pay Date
1.00	07/10/23	07/12/23	^ 24.00	01/15/24	01/17/24
^ 2.00	07/17/23	07/19/23	25.00	01/22/24	01/24/24
3.00	07/24/23	07/26/23	26.00	01/29/24	01/31/24
4.00	07/31/23	08/02/23	27.00	02/05/24	02/07/24
5.00	08/07/23	08/09/23	28.00	02/12/24	02/14/24
^ 6.00	08/14/23	08/16/23	^ 29.00	02/19/24	02/21/24
7.00	08/21/23	08/23/23	30.00	02/26/24	02/28/24
8.00	08/28/23	08/30/23	31.00	03/04/24	03/06/24
9.00	09/04/23	09/06/23	32.00	03/11/24	03/13/24
10.00	09/11/23	09/13/23	^ 33.00	03/18/24	03/20/24
^ 11.00	09/18/23	09/20/23	34.00	03/25/24	03/27/24
12.00	10/02/23	10/04/23	35.00	04/08/24	04/10/24
13.00	10/09/23	10/11/23	^ 36.00	04/15/24	04/17/24
^ 14.00	10/16/23	10/18/23	37.00	04/22/24	04/24/24
15.00	10/23/23	10/25/23	38.00	04/29/24	05/01/24
16.00	10/30/23	11/01/23	39.00	05/06/24	05/08/24
17.00	11/06/23	11/08/23	^ 40.00	05/13/24	05/15/24
^ 18.00	11/13/23	11/15/23	41.00	05/20/24	05/22/24
19.00	11/27/23	11/29/23	42.00	05/27/24	05/29/24
20.00	12/04/23	12/06/23	43.00	06/03/24	06/05/24
^ 21.00	12/11/23	12/13/23	44.00	06/10/24	06/12/24
22.00	01/01/24	01/03/24	^ 45.00	06/17/24	06/19/24
23.00	01/08/24	01/10/24	46.00	06/24/24	06/26/24

*^Remit employee reimbursement forms to the finance department as soon as possible. Forms received after the 4:00 PM deadline will be processed on the next pay date.*

*Please contact LaDonna Smith for payable related items.*

Lead, Learn, Serve, Excel