



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

**2023-2024 SCHOOL YEAR**

DUE DATES FOR REIMBURSEMENTS AND AUTHORIZATIONS TO PAY\*

<u>Date Due to Business Office</u>	<u>Date of Board Meeting</u>
June 30	July 11
August 4	August 15
September 15	September 26
October 6	October 17
November 3	November 14
December 1	December 12
January 5	January 16
February 16	February 27
March 1	March 12
April 15	April 24
May 10	May 21
June 7	June 18

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OTHER IMPORTANT DATES:

October 6 – Please submit **any** 1<sup>st</sup> Quarter reimbursements you may have accumulated (mileage, reimbursements, intradistrict mileage, etc.)

January 5 – Please submit 2<sup>nd</sup> Quarter reimbursement

April 12 – Please submit 3<sup>rd</sup> Quarter reimbursements

*\*Please note, this is the deadline to the **Business Office**. If you need a reimbursement paid on the board meeting of that month, you may need to get it to your supervisor several days before the deadline to review and authorize your request.*

**APRIL 12, 2024 – CLOSE of POs for School Year 2023-24**

*\*\*Any PO's submitted after this date will be paid out of School Year 2024-25 funds.*