



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

**2022-2023 SCHOOL YEAR**

DUE DATES FOR REIMBURSEMENTS AND AUTHORIZATIONS TO PAY\*

<u>Date Due to Business Office</u>	<u>Date of Board Meeting</u>
July 1	July 12
August 5	August 16
September 16	September 27
October 7	October 18
November 4	November 15
December 2	December 13
January 6	January 17
February 17	February 28
March 10	March 21
April 14	April 25
May 12	May 23
June 9	June 20

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OTHER IMPORTANT DATES:

October 7 – Please submit **any** 1<sup>st</sup> Quarter reimbursements you may have accumulated (mileage, reimbursements, intradistrict mileage, etc.)

January 6 – Please submit 2<sup>nd</sup> Quarter reimbursement

April 14 – 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 14, 2023 – CLOSE of PO'S for School Year 2022-23**

**\*\*Any PO's submitted after this date will be paid out of School Year 2023-24 funds.**