

PROVIDER VOUCHER PAYMENT SCHEDULE FOR 2009

Vouchers must be received by 12:00 Noon on the Wednesday following the voucher period in order to be paid on the check date listed below. If vouchers have inaccurate or incomplete information they must be corrected by the deadline. Any vouchers received or corrected after the deadline will be processed on the following payroll. New voucher deadline effective March 3, 2009

VOUCHER PERIOD	DEADLINE (VOUCHERS DUE IN BY 12:00 NOON WEDS)	CHECK DATE	
12/21/08 - 01/03/09	01/07/09	01/22/09	
01/04/09 - 01/17/09	01/21/09	02/05/09	
01/18/09 - 01/31/09	02/04/09	02/19/09	
02/01/09 - 02/14/09	02/18/09	03/05/09	
NOTE NEW VOUCHER DEADLINE- TUESDAY 4:45			
02/15/09 - 02/28/09	03/03/09	03/18/09	
03/01/09 - 03/14/09	03/17/09	04/01/09	
03/15/09 - 03/28/09	03/31/09	04/15/09	
03/29/09 - 04/11/09	04/14/09	04/29/09	
04/12/09 - 04/25/09	04/28/09	05/13/09	
04/26/09 - 05/09/09	05/12/09	05/27/09	
05/10/09 - 05/23/09	05/26/09	06/10/09	
05/24/09 - 06/06/09	06/09/09	06/24/09	
06/07/09 - 06/20/09	06/23/09	07/08/09	
06/21/09 - 07/04/09	07/07/09	07/22/09	
07/05/09 - 07/18/09	07/21/09	08/05/09	
07/19/09 - 08/01/09	08/04/09	08/19/09	
08/02/09 - 08/15/09	08/18/09	09/02/09	
08/16/09 - 08/29/09	09/01/09	09/16/09	
08/30/09 - 09/12/09	09/15/09	09/30/09	
09/13/09 - 09/26/09	09/29/09	10/14/09	
09/27/09 - 10/10/09	10/13/09	10/28/09	
10/11/09 - 10/24/09	10/27/09	11/11/09	
10/25/09 - 11/07/09	11/10/09	11/25/09	
11/08/09 - 11/21/09	11/23/2009 Monday 4:45	12/09/08	Thanksgiving
11/22/09 - 12/05/09	12/08/09	12/23/09	
12/06/09 - 12/19/09	12/21/2009 Monday 4:45	01/08/09	Christmas
12/20/09 - 01/02/10	01/05/10	01/20/10	

****Please note exceptions to deadlines for Holidays.
These exceptions have been printed in BOLD, and are subject to change.**

The vouchers can be dropped off at the locations listed below:

1. Document Drop Off Center (1st floor lobby)
2. 3rd floor lobby drop box
3. Security desk in the lobby
4. Child Care box mounted on front of 222 E Central Pkwy

Vouchers can be dropped off 7days a week in the lobby or the outside drop box.

Accounts Payable must be clearly written on the envelope.