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Charlotte A. Randolph, *Parish President*

Finance

INTEROFFICE MEMORANDUM

TO: Department Heads, Directors, Managers, Supervisors, Field Offices, Judges, Court Reporters, District Attorney, Detention Center, Sheriff's Office, Registrar of Voters, Councilmen, Council Clerk, County Agent, Health Unit, and Coroner's Office

FROM: Ryan Friedlander, Director of Finance

DATE: Monday, December 20, 2010

RE: 2011 Accounts Payable Schedule

Please review the attached 2011 accounts payable schedule. In order to efficiently process invoices for payment, the Finance and Purchasing Department requests all invoices be submitted no later than **1:00 P.M.** on the scheduled due date, as indicated in **red**, in order to be included in the following week's check run.

Towards the end of the year, invoices should be submitted daily to the Finance and Purchasing Department to ensure all invoices are processed in a timely manner.

Holiday schedule, due dates, and mail-out date changes are followed by (**).

All invoices submitted for payment require proper documentation and signatures. If the paperwork is incomplete, it will be returned to the appropriate department to be completed and will not be paid until the next scheduled check run.

I thank you in advance for your cooperation and adherence to the attached 2011 accounts payable schedule. May you and your family have a most blessed holiday season and prosperous New Year!

Charlotte A. Randolph	Parish President	Matt Matherne	District 5
Jerry Jones	District 1	Lindel Toups	District 6
Michael Delatte	District 2	Phillip Gouaux	District 7
Louis Richard	District 3	Rodney Doucet	District 8
Joseph "Joe" Fertitta	District 4	Daniel Lorraine	District 9

2011 ACCOUNTS PAYABLE SCHEDULE

2011																																									
January						February						March						April						May						June											
					1			1	2	3	4	5			1	2	3	4	5			1	2	3	4	5					1	2					1	2	3	4	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12																					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31																							
30	31																																								
July						August						September						October						November						December											
					1	2		1	2	3	4	5	6					1	2	3																					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10																					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30																						
31																																									
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10																					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	16	17	18	19	20	21	22	18	19	20	21	22	23	24	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31																					
30	31																																								

Dates in **bold** are designated Parish holidays.

Dates outlined are mail-out dates for A/P run.

Due dates for invoices are highlighted.

Mail-out Date	Date to be Turned in to Finance
Thursday, Jan. 13, 2011	Thursday, Jan. 6, 2011
Thursday, Jan. 27, 2011	Thursday, Jan. 20, 2011
Thursday, Feb. 10, 2011	Thursday, Feb. 3, 2011
Thursday, Feb. 24, 2011	Thursday, Feb. 17, 2011
Thursday, March 10, 2011	Thursday, March 3, 2011
Thursday, March 24, 2011	Thursday, March 17, 2011
Thursday, April 7, 2011	Thursday, March 31, 2011
Thursday, April 21, 2011	Thursday, April 14, 2011
Thursday, May 5, 2011	Thursday, April 28, 2011
Thursday, May 19, 2011	Thursday, May 12, 2011
Thursday, June 2, 2011	Thursday, May 26, 2011
Thursday, June 16, 2011	Thursday, June 9, 2011
Thursday, June 30, 2011	Thursday, June 23, 2011
Thursday, July 14, 2011	Thursday, July 7, 2011
Thursday, July 28, 2011	Thursday, July 21, 2011
Thursday, Aug. 11, 2011	Thursday, Aug. 4, 2011
Thursday, Aug. 25, 2011	Thursday, Aug. 18, 2011
Thursday, Sept. 8, 2011	Thursday, Sept. 1, 2011
Thursday, Sept. 22, 2011	Thursday, Sept. 15, 2011
Thursday, Oct. 6, 2011	Thursday, Sept 29, 2011
Thursday, Oct. 20, 2011	Thursday, Oct. 13, 2011
Thursday, Nov. 3, 2011	Thursday, Oct. 27, 2011
Thursday, Nov. 17, 2011	Thursday, Nov. 10, 2011
Thursday, Dec. 1, 2011	**Wednesday, Nov. 23, 2011
Thursday, Dec. 15, 2011	Thursday, Dec. 8, 2011
Thursday, Dec. 29, 2011	Thursday, Dec. 22, 2011

** denotes due dates & mail-out dates changed for holidays.

~ At year end, invoices should be submitted daily ~