

## **2025-26 Winter Break**

### **Accounts Payable and Expense Reports Payment Schedule**

#### **Winter break:**

- Thursday, December 18 – Approval deadline if due before January 8, 2026
- Friday, December 19 – Accounts Payable processes payments
- Winter break – **No payment runs**
- Tuesday, January 6 – Campus community approves invoices received over the Winter break before Thursday's payment run