

ACCOUNTS PAYABLE HOLIDAY DEADLINES

INVOICES/VENDOR AP VOUCHERS

Thanksgiving break and prior to Winter break:

- Friday, November 20 - Deadline if your invoice/AP voucher needs to be paid before the Thanksgiving break. Please email directly to accountspayable@bowdoin.edu.
- Tuesday, November 24 - Run Accounts Payable checks
- Thursday, December 3 - Run Accounts Payable checks (i.e., back to regular payment run schedule)
- Thursday, December 10 – Run Accounts Payable checks
- Thursday, December 17 – Run Accounts Payable checks

Winter break:

- Friday, December 18 - Deadline if your invoice/AP voucher needs to be paid before the Winter break. Please email directly to accountspayable@bowdoin.edu.
- Tuesday, December 22 – Run Accounts Payable checks
- Friday, January 15 – Run Accounts Payable checks

Note: Invoices/AP Vouchers should be received by the Accounts Payable staff within two days of the requested payment date.

WORKDAY EXPENSE REPORTS (INCLUDING STUDENT REIMBURSEMENTS/AP VOUCHERS)

Thanksgiving break:

- Monday, November 16 - Submit all outstanding credit card expenses for approval.
- Tuesday, November 17 – 3:00 PM deadline for expense report approvals.
- Wednesday, November 18 - Emergency requests for student reimbursements can be requested by contacting jlong@bowdoin.edu.
- Thursday, November 19 - Final employee and student reimbursements before Thanksgiving break.

Winter break:

- Monday, December 14 - Submit all outstanding credit card expenses for approval.
- Wednesday, December 16 – 3:00 PM deadline for expense report approvals.
- Thursday, December 17 - Emergency requests for student reimbursements can be requested by contacting jlong@bowdoin.edu.
- Friday, December 18 - Final employee and student reimbursements before Holiday break.
- Tuesday, January 12 – 3:00 PM deadline for expense report approvals.
- Thursday, January 14 – Employee and student reimbursements (resume regular Thursday payment run).