

Weekly Vendor Payment Request Forms & Invoices*

DUE DATE 5PM	CHECK DATE	NOTES	DUE DATE 5PM	CHECK DATE	NOTES
12/26/2024	01/06/2025		09/25/2025	10/06/2025	
01/02/2025	01/13/2025		10/02/2025	10/10/2025	Early check date – Indigenous People's Day 10/13/25
01/09/2025	01/17/2025	Early check date-MLK 1/20/25	10/09/2025	10/20/2025	
01/16/2025	01/27/2025		10/16/2025	10/27/2025	
01/23/2025	02/03/2025		10/23/2025	11/03/2025	
01/30/2025	02/10/2025		10/30/2025	11/10/2025	
02/06/2025	02/14/2025	Early check date- President's Day 2/17/25	11/06/2025	11/17/2025	
02/13/2025	02/24/2025		11/13/2025	11/24/2025	
02/20/2025	03/03/2025		11/20/2025	12/01/2025	
02/27/2025	03/10/2025		11/27/2025	12/08/2025	
03/06/2025	03/17/2025		12/04/2025	12/15/2025	
03/13/2025	03/24/2025		12/11/2025	12/22/2025	
03/20/2025	03/31/2025		12/18/2025	12/29/2025	
03/27/2025	04/07/2025		12/24/2025	01/05/2026	Early due Date- Christmas Day 12/25/25
04/03/2025	04/14/2025		Monthly Mileage Reimbursement* (Mileage is processed one time per month after the end of each month.)		
04/10/2025	04/21/2025				
04/17/2025	04/28/2025				
04/24/2025	05/05/2025				
05/01/2025	05/12/2025				
05/08/2025	05/19/2025		SERVICE MONTH	DUE DATE 5PM	CHECK DATE
05/15/2025	05/23/2025	Early check date- Memorial Day 5/26/25	Dec. 2024	1/10/2025	1/27/2025
05/22/2025	06/02/2025		Jan. 2025	2/10/2025	2/24/2025
05/29/2025	06/09/2025		Feb 2025	3/10/2025	3/31/2025
06/05/2025	06/16/2025		Mar 2025	4/10/2025	4/28/2025
06/12/2025	06/23/2025		Apr 2025	5/12/2025	5/23/2025
06/19/2025	06/30/2025		May 2025	6/11/2025	6/30/2025
06/26/2025	07/07/2025		Jun 2025	7/11/2025	7/28/2025
07/03/2025	07/14/2025		July 2025	8/11/2025	8/25/2025
07/10/2025	07/21/2025		Aug 2025	9/11/2025	9/29/2025
07/17/2025	07/28/2025		Sept 2025	10/10/2025	10/27/2025
07/24/2025	08/04/2025		Oct 2025	11/10/2025	11/24/2025
07/31/2025	08/11/2025		Nov 2025	12/11/2025	12/29/2025
08/07/2025	08/18/2025		* Fello reserves the right to modify processing calendars in the event of a change in contractual or regulatory requirements. Thank you for your understanding. ACCOUNTS PAYABLE PROCESSING TIMELINE & PAYMENT INFORMATION The Accounts Payable team processes vendor payments weekly and mileage reimbursements monthly through Bill.com, a vendor payment software system. All vendor payment request forms received by Thursday 5PM are processed for payment by the end of the following week. All mileage reimbursement requests received by the monthly due date will be processed by the check date indicated. All payments are, by default, provided via live check delivered by USPS. To request direct deposit, please open a customer service ticket to request an invite to create your own direct deposit profile. IMPORTANT: Vendor payments and mileage reimbursements are processed in accordance with the Accounts Payable calendar. Requests for payment received after the deadline will be processed the following check date.		
08/14/2025	08/25/2025				
08/21/2025	08/29/2025	Early check date – Labor Day 9/1/25			
08/28/2025	09/08/2025				
09/4/2025	09/15/2025				
09/11/2025	09/22/2025				
09/18/2025	09/29/2025				