

DeKalb County Finance Office

-Claims Submission Calendar-

All bills due for payment are to be submitted on claim forms, approved and signed by the Department Head, and submitted to the Finance Office by **Noon** the first Thursday after the first Wednesday of each month. The checks are then ready for distribution the morning following the County Board Meeting which is the evening of the third Wednesday of each month.

<u>BILLS SUBMITTED TO FINANCE FROM DEPARTMENTS BY NOON</u>	<u>WILL BE SUBMITTED FOR BOARD APPROVAL</u>	<u>READY FOR DISTRIBUTION AFTER BOARD APPROVAL</u>
Thurs., December 8, 2016	Wed., December 21, 2016	Thurs., December 22, 2016
Thurs., January 5, 2017	Wed., January 18, 2017	Thurs., January 19, 2017
Thurs., February 2, 2017	Wed., February 15, 2017	Thurs., February 16, 2017
Thurs., March 2, 2017	Wed., March 15, 2017	Thurs., March 16, 2017
Thurs., April 6, 2017	Wed., April 19, 2017	Thurs., April 20, 2017
Thurs., May 4, 2017	Wed., May 17, 2017	Thurs., May 18, 2017
Thurs., June 8, 2017	Wed., June 21, 2017	Thurs., June 22, 2017
Thurs., July 6, 2017	Wed., July 19, 2017	Thurs., July 20, 2017
Thurs., August 3, 2017	Wed., August 16, 2017	Thurs., August 17, 2017
Thurs., September 7, 2017	Wed., September 20, 2017	Thurs., September 21, 2017
Thurs., October 5, 2017	Wed., October 18, 2017	Thurs., October 19, 2017
Thurs., November 2, 2017	Wed., November 15, 2017	Thurs., November 16, 2017
Thurs., December 7, 2017	Wed., December 20, 2017	Thurs., December 21, 2017
Thurs., January 4, 2018	Wed., January 17, 2018	Thurs., January 18, 2018