



CITY OF INDUSTRY / SUCCESSOR AGENCY / IPUC ELECTRIC
2025 Accounts Payable Calendar
January-December 2025

Warrant Register #	Last Day Invoices Must Be Received By Finance	Review/Approval and Processing Period	Warrant Register Due for Council Agenda	Council Meeting Warrant Register Date	Checks Are Mailed to Vendor
1	1/2/2025	01/03 - 01/07/25	1/8/2025	1/9/2025	1/9/2025
2	1/9/2025	01/10 - 01/15/25	1/16/2025	1/23/2025	1/23/2025
3	1/30/2025	01/31 - 02/05/25	2/6/2025	2/13/2025	2/13/2025
4	2/13/2025	02/14 - 02/19/25	2/20/2025	2/27/2025	2/27/2025
5	2/27/2025	02/28 - 03/05/25	3/6/2025	3/13/2025	3/13/2025
6	3/13/2025	03/14 - 03/19/25	3/20/2025	3/27/2025	3/27/2025
7	3/27/2025	03/28 - 04/02/25	4/3/2025	4/10/2025	4/10/2025
8	4/10/2025	04/11 - 04/16/25	4/17/2025	4/24/2025	4/24/2025
9	5/1/2025	05/02 - 05/07/25	5/8/2025	5/15/2025	5/15/2025
10	5/15/2025	05/16 - 05/21/25	5/22/2025	5/29/2025	5/29/2025
11	5/29/2025	05/30 - 06/04/25	6/5/2025	6/12/2025	6/12/2025
12	6/12/2025	06/13 - 06/18/25	6/19/2025	6/26/2025	6/26/2025
13	6/26/2025	06/27 - 07/02/25	7/3/2025	7/10/2025	7/10/2025
14	7/10/2025	07/11 - 07/16/25	7/17/2025	7/24/2025	7/24/2025
15	7/31/2025	08/01 - 08/06/25	8/7/2025	8/14/2025	8/14/2025
16	8/14/2025	08/15 - 08/20/25	8/21/2025	8/28/2025	8/28/2025
17	8/28/2025	08/29 - 09/03/25	9/4/2025	9/11/2025	9/11/2025
18	9/11/2025	09/12 - 09/17/25	9/18/2025	9/25/2025	9/25/2025
19	9/25/2025	09/26 - 10/01/25	10/2/2025	10/9/2025	10/9/2025
20	10/9/2025	10/10 - 10/15/25	10/16/2025	10/23/2025	10/23/2025
21	10/30/2025	10/31 - 11/05/25	11/6/2025	11/13/2025	11/13/2025
22	11/13/2025	11/14 - 11/19/25	11/20/2025	TBD	TBD
23	11/27/2025	11/28 - 12/03/25	12/4/2025	12/11/2025	12/11/2025
24	12/11/2025	12/12 - 12/17/25	12/18/2025	TBD	TBD

(1) In order to meet warrant register date, invoices must be "received" by Finance by no later than this date.

(2) Once an invoice has been received by Finance, City Staff will strive to review, approve, and process invoices with five (5) working days. An approved invoice requires at least two (2) signatures and can be any of the following: City Manager, Department Head, or Finance Director. Finance will also have "Final Approval" of all invoices, checking for proper documentation, verifying contract & budget levels, and/or appropriate approval levels, ensuring the City's purchasing code is properly adhered to.

(3) In order for a check to be mailed to a vendor, invoices must be approved on the Warrant Register by the City Council.

(4) The warrant register date for the periods that have the Thanksgiving and Christmas holidays will be determined at a later date. All dates are subject to change.

Please note that the City and all entities have a net thirty (30) days payment policy from "receipt" of actual invoice.

Provided invoices submitted have proper documentation and approval, the City will always strive to pay all invoices



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IPUC WATER
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10	9/25/2025	09/26 - 10/01/25	10/2/2025	10/9/2025	10/9/2025
11	10/30/2025	10/31 - 11/05/25	11/6/2025	11/13/2025	11/13/2025
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CRIA AND IPHMA
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11	10/30/2025	10/31 - 11/05/25	11/6/2025	11/12/2025	11/13/2025
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