



**CITY OF INDUSTRY / SUCCESSOR AGENCY / IPUC ELECTRIC**  
**2020 Accounts Payable Calendar**  
**January 2020 - December 2020**

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	1/2/2020	1/2/20-1/6/20	1/7/2020	1/9/2020	1/9/2020
2	1/9/2020	1/10/20-1/15/20	1/16/2020	1/23/2020	1/23/2020
3	1/30/2020	1/31/20-2/5/20	2/6/2020	2/13/2020	2/13/2020
4	2/13/2020	2/14/20-2/19/20	2/20/2020	2/27/2020	2/27/2020
5	2/27/2020	2/28/20-3/4/20	3/5/2020	3/12/2020	3/12/2020
6	3/12/2020	3/13/20-3/18/20	3/19/2020	3/26/2020	3/26/2020
7	3/26/2020	3/27/20-4/1/20	4/2/2020	4/9/2020	4/9/2020
8	4/9/2020	4/10/20-4/15/20	4/16/2020	4/23/2020	4/23/2020
9	4/30/2020	5/1/20-5/6/20	5/7/2020	5/14/2020	5/14/2020
10	5/14/2020	5/15/20-5/20/20	5/21/2020	5/28/2020	5/28/2020
11	5/28/2020	5/29/20-6/3/20	6/4/2020	6/11/2020	6/11/2020
12	6/11/2020	6/12/20-6/17/20	6/18/2020	6/25/2020	6/25/2020
13	6/25/2020	6/26/20-7/1/20	7/2/2020	7/9/2020	7/9/2020
14	7/9/2020	7/10/20-7/15/20	7/16/2020	7/23/2020	7/23/2020
15	7/30/2020	7/31/20-8/5/20	8/6/2020	8/13/2020	8/13/2020
16	8/13/2020	8/14/20-8/19/20	8/20/2020	8/27/2020	8/27/2020
17	8/27/2020	8/28/20-9/2/20	9/3/2020	9/10/2020	9/10/2020
18	9/10/2020	9/11/20-9/16/20	9/17/2020	9/24/2020	9/24/2020
19	9/24/2020	9/25/20-9/30/20	10/1/2020	10/8/2020	10/8/2020
20	10/8/2020	10/9/20-10/14/20	10/15/2020	10/22/2020	10/22/2020
21	10/29/2020	10/30/20-11/4/20	11/5/2020	11/12/2020	11/12/2020
22	11/12/2020	11/13/20-11/18/20	11/19/2020	<b>TBD</b>	<b>TBD</b>
23	11/25/2020	11/30/20-12/2/20	12/3/2020	12/10/2020	12/10/2020
24	12/10/2020	12/11/20-12/16/20	12/17/2020	<b>TBD</b>	<b>TBD</b>

- (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 received within thirty (30) days.



**CRIA AND IPHMA  
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9	8/27/2020	8/28/20-9/20/20	9/3/2020	9/9/2020	9/9/2020
10	9/24/2020	9/25/20-9/30/20	10/1/2020	10/7/2020	10/7/2020
11	10/29/2020	10/30/20-11/4/20	11/5/2020	<b>TBD</b>	11/12/2020
12	11/25/2020	11/30/20-12/2/20	12/3/2020	12/9/2020	12/9/2020

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**IPUC**  
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4	3/26/2020	3/27/202-4/1/20	4/2/2020	4/9/2020	4/9/2020
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