

**Saint James Elementary School**  
**30 Peters Place**  
**Red Bank, NJ 07701**

## **2018 - 2019 PTA Payment Schedule**

| <b>Reimbursement Request Due Date</b> | <b>Check Payment Date</b>     |
|---------------------------------------|-------------------------------|
| Friday, September 14, 2018            | Wednesday, September 19, 2018 |
| Friday, September 28, 2018            | Wednesday, October 03, 2018   |
| Friday, October 12, 2018              | Wednesday, October 17, 2018   |
| Friday, October 26, 2018              | Wednesday, October 31, 2018   |
| Friday, November 09, 2018             | Wednesday, November 14, 2018  |
| Friday, November 23, 2018             | Wednesday, November 28, 2018  |
| Friday, December 07, 2018             | Wednesday, December 12, 2018  |
| Friday, December 21, 2018             | Wednesday, December 26, 2018  |
| Friday, January 04, 2019              | Wednesday, January 09, 2019   |
| Friday, January 18, 2019              | Wednesday, January 23, 2019   |
| Friday, February 01, 2019             | Wednesday, February 06, 2019  |
| Friday, February 15, 2019             | Wednesday, February 20, 2019  |
| Friday, March 01, 2019                | Wednesday, March 06, 2019     |
| Friday, March 15, 2019                | Wednesday, March 20, 2019     |
| Friday, March 29, 2019                | Wednesday, April 03, 2019     |
| Friday, April 12, 2019                | Wednesday, April 17, 2019     |
| Friday, April 26, 2019                | Wednesday, May 01, 2019       |
| Friday, May 10, 2019                  | Wednesday, May 15, 2019       |
| Friday, May 24, 2019                  | Wednesday, May 29, 2019       |
| Friday, June 07, 2019                 | Wednesday, June 12, 2019      |
| Friday, June 21, 2019                 | Wednesday, June 26, 2019      |

Any expense reimbursement requests received after the specified due date will be processed for the following check payment date. In addition, any requests submitted without all **original** receipts or invoices will not be processed for payment and will be returned to the sender.