Los Rios Community College District
2019-2020 Production Schedule for Vendor Payments, BAN Units, Campus, Student Refunds & Financial Aid Warrants, and Mid-Month/End-of-Month Reports

Vendor Payments.
Please note that for the month of July beginning on the 11th, we will issue warrants every Thursday to clear as many accruals as possible. Beginning the month of August, we will resume processing vendor warrants every two weeks on Thursdays, unless otherwise specified.

The due date for receiving payment transactions is three business days prior to the warrant run date. We will make every effort to input transactions received by the due date. However, no guarantees are made that payment will be processed. Processing will be handled in the order received.

As always, if a payroll warrant run is scheduled on the same day as a vendor warrant run, the payroll run will take precedence. We will inform you in advance of the rescheduled vendor warrant run date.

Campus, COPFD, Student Financial Aid Warrants and BAN Units Checks.
The Campus, COPFD, Student Financial Aid warrants and BAN Units checks are printed at approximately 1:30 PM every Tuesday, beginning July 9. Please do not input vouchers after 12:00 PM on this day. Due to SCOE's Thanksgiving holiday schedule, there is no scheduled warrant run for November 26.

Student and Credit Card Refunds
Credit Card refunds will be processed and warrants will be printed during the day on the 15th of the month and on the last working day of the month unless otherwise specified. The refund applications and approved reconciliation are due in Accounting Operations one working day prior to the warrant production date. Once the reconciliation is completed and approved, delay input of refunds until the warrants are produced.

Mid-Month/End-of-Month Reports.
Please note that for the month of December, we are foregoing the mid-month report and only running the end-of-month report.