

**Los Rios Community College District
2020-2021 Production Schedule for Vendor Payments, BAN Units,
Campus, Student Refunds & Financial Aid Checks, and Mid-Month/End-of-
Month Reports**

Vendor Payments.

Please note that we will process vendor checks every two weeks on Thursdays, unless otherwise specified.

The due date for receiving payment transactions is three business days prior to the check 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 check run, the payroll run will take precedence. We will inform you in advance of the rescheduled vendor check run date.

Campus, COPFD, Financial Aid and BAN Units Checks.

During the remote operations, please note that we will process Campus, COPFD, Financial Aid and BAN Units checks every two weeks on Thursdays the same day as Vendor payments, unless otherwise specified.

Student and Credit Card Refunds.

Credit card refunds will be processed and checks will be issued every two weeks on Thursdays the same day as Vendor payments, unless otherwise specified. **The approved reconciliation prelists are due in Accounting Operations one working day prior to the check production date. Once the reconciliation is completed and approved, delay input of refunds until the checks 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.