

# ANNOUNCEMENT

We are now processing accounts payable checks **three** times each month. This should prove a more efficient, timely method of paying bills, contracts, invoices, travel reimbursement claims, etc. Checks are being issued on the 5<sup>th</sup>, 15<sup>th</sup>, and 25<sup>th</sup> of each month (schedule may vary slightly depending on holidays, weekends, etc.)

Travel claims should be submitted to the Central Office to allow 3-5 processing time prior to checks being processed.

Any specific questions concerning travel claims, contract pay, general invoicing, or bills and accounts should be directed to:

[slholkem@dekalbk12.org](mailto:slholkem@dekalbk12.org) (preferred) or (256)638-6921, ext. 111