



# 2025/2026 CHECK RUN

**APPROVED Check Request must be submitted  
NO LATER THAN **6PM** on the dates listed below**

**Date Sensitive Checks ONLY**  
**Note Check Run moved for holiday**

## 2025

August 4th  
August 18th  
September 8th  
September 22nd  
October 6th  
October 20th  
November 3rd  
November 17th  
December 1st  
December 15th

## 2026

**January 5th**  
January 19th  
February 2nd  
February 16th  
March 2nd  
March 16th  
April 6th  
April 20th  
May 4th  
May 18th  
June 8th  
June 22nd  
**July 6th**  
July 20th  
**July 27th**

ALL check requests must be written/typed on a check request form, include back-up that supports the request, have appropriate address, invoice number, and description of request on the check request form. All approvals must be in writing on the check request form OR a detailed approval email attached. Approval email must show the amount, payee and description of the request along with the board member approval. All requests due by 6pm on the date listed above. Checks will be available at 6pm on the Thursday following the date listed above.