



**CITY OF INDUSTRY / SUCCESSOR AGENCY / IPUC ELECTRIC**  
**2024 Accounts Payable Calendar**  
**January-December 2024**

Warrant Register #	Last Day Invoices Must Be Received By Finance	Review/Approval and Processing Period	Warrant Register Due for Council Agenda	Council Meeting Warrant Register Date	Checks Are Mailed to Vendor
1	1/4/2024	01/05 - 01/09/24	1/10/2024	1/11/2024	1/11/2024
2	1/11/2024	01/12 - 01/17/24	1/18/2024	1/25/2024	1/25/2024
3	1/25/2024	01/26 - 01/31/24	2/1/2024	2/8/2024	2/8/2024
4	2/8/2024	02/09 - 02/14/24	2/15/2024	2/22/2024	2/22/2024
5	2/29/2024	03/01 - 03/06/24	3/7/2024	3/14/2024	3/14/2024
6	3/14/2024	03/15 - 03/20/24	3/21/2024	3/28/2024	3/28/2024
7	3/28/2024	03/29 - 04/03/24	4/4/2024	4/11/2024	4/11/2024
8	4/11/2024	04/12 - 04/17/24	4/18/2024	4/25/2024	4/25/2024
9	4/25/2024	04/26 - 05/01/24	5/2/2024	5/9/2024	5/9/2024
10	5/9/2024	05/10 - 05/15/24	5/16/2024	5/23/2024	5/23/2024
11	5/30/2024	05/31 - 06/05/24	6/6/2024	6/13/2024	6/13/2024
12	6/13/2024	06/14 - 06/19/24	6/20/2024	6/27/2024	6/27/2024
13	6/27/2024	06/28 - 07/03/24	7/4/2024	7/11/2024	7/11/2024
14	7/11/2024	07/12 - 07/17/24	7/18/2024	7/25/2024	7/25/2024
15	7/25/2024	07/26 - 07/31/24	8/1/2024	8/8/2024	8/8/2024
16	8/8/2024	08/09 - 08/14/24	8/15/2024	8/22/2024	8/22/2024
17	8/29/2024	08/30 - 09/04/24	9/5/2024	9/12/2024	9/12/2024
18	9/12/2024	09/13 - 09/18/24	9/19/2024	9/26/2024	9/26/2024
19	9/26/2024	09/27 - 10/02/24	10/3/2024	10/10/2024	10/10/2024
20	10/10/2024	10/11 - 10/16/24	10/17/2024	10/24/2024	10/24/2024
21	10/31/2024	11/01 - 11/06/24	11/7/2024	11/14/2024	11/14/2024
22	11/14/2024	11/15 - 11/20/24	11/21/2024	TBD	TBD
23	11/28/2024	11/29 - 12/04/24	12/5/2024	12/12/2024	12/12/2024
24	12/12/2024	12/13 - 12/18/24	12/19/2024	TBD	TBD

(1) In order to meet warrant register date, invoices must be "received" by Finance by no later than this date.

(2) Once an invoice has been received by Finance, City Staff will strive to review, approve, and process invoices with five (5) working days. An approved invoice requires at least two (2) signatures and can be any of the following: City Manager, Department Head, or Finance Director. Finance will also have "Final Approval" of all invoices, checking for proper documentation, verifying contract & budget levels, and/or appropriate approval levels, ensuring the City's purchasing code is properly adhered to.

(3) In order for a check to be mailed to a vendor, invoices must be approved on the Warrant Register by the City Council.

(4) The warrant register date for the periods that have the Thanksgiving and Christmas holidays will be determined at a later date. All dates are subject to change.

**Please note that the City and all entities have a net thirty (30) days payment policy from "receipt" of actual invoice. Provided invoices submitted have proper documentation and approval, the City will always strive to pay all invoices received within thirty (30) days.**



**IPUC WATER  
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January-December 2024**

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6	5/30/2024	05/31 - 06/05/24	6/6/2024	6/13/2024	6/13/2024
7	6/27/2024	06/28 - 07/03/24	7/4/2024	7/11/2024	7/11/2024
8	7/25/2024	07/26 - 07/31/24	8/1/2024	8/8/2024	8/8/2024
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11	10/31/2024	11/01 - 11/06/24	11/7/2024	11/14/2024	11/14/2024
12	11/28/2024	11/29 - 12/04/24	12/5/2024	12/12/2024	12/12/2024

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**CRIA AND IPHMA  
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3	2/29/2024	03/01 - 03/06/24	3/7/2024	3/13/2024	3/14/2024
4	3/28/2024	03/29 - 04/03/24	4/4/2024	4/10/2024	4/11/2024
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8	8/1/2024	08/02 - 08/07/24	8/8/2024	8/14/2024	8/15/2024
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10	9/26/2024	09/27 - 10/02/24	10/3/2024	10/9/2024	10/10/2024
11	10/31/2024	11/01 - 11/06/24	11/7/2024	11/13/2024	11/14/2024
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