



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street
Perth Amboy, NJ 08861
(732) 376-6202
(732) 442-5730 Fax

Payment Schedule:

Below schedule represents Perth Amboy Public Schools vendor payment schedule for the 2023-2024 school year. No payments will be issued until all documentation is complete. Any documentation received after the Business Office deadline may be processed on the following check run.

Documentation to Business Office Deadline	Check Run Date	Board Approval Date	Date Checks will be mailed
7/13/23	7/20/2023	8/31/23	7/20/2023 (off-cycle)
8/17/23	8/24/2023	8/31/23	9/1/2023
9/7/23	9/14/2023	9/21/23	9/22/23
10/5/23	10/12/2023	10/19/23	10/20/23
10/26/23	11/2/2023	11/16/23	11/17/23
12/14/23	12/21/2023	1/4/24	1/5/24
1/18/24	1/25/2024	2/1/24	2/2/24
2/29/24	3/7/2024	3/14/24	3/15/24
3/25/23	4/11/2024	4/18/24	4/19/24
4/18/24	4/25/2024	5/2/24	5/3/24
6/6/24	6/13/24	6/20/24	6/21/24

Equipment Purchases Only:

Please note, for any equipment purchases with serial numbers/item numbers, payment will not be made unless those numbers accompany your invoice and match the approved Purchase Order.

Cancellation of Purchase Order:

This order may be cancelled by the purchasing agent of the buyer if not delivered in a reasonable time, since time is of the essence.

July 1, 2023