

Important - Things to Remember:

All Vendor Check Requests with Invoices **must** be received by the due date below. No exceptions.

All Vendor Check Requests with Invoices **must** be signed by the employer/guardian.

Check Requests must be filled out completely and be accompanied by an invoice.



2021 Vendor Payment Schedule

Submit Check Requests with Invoices to FA by the due date below	Payment Date
12/30/20	01/08/21
01/13/21	01/22/21
01/27/21	02/05/21
02/10/21	02/19/21
02/24/21	03/05/21
03/10/21	03/19/21
03/24/21	04/02/21
04/07/21	04/16/21
04/21/21	04/30/21
05/05/21	05/14/21
05/19/21	05/28/21
06/02/21	06/11/21
06/16/21	06/25/21
06/30/21	07/09/21
07/14/21	07/23/21
07/28/21	08/06/21
08/11/21	08/20/21
08/25/21	09/03/21
09/08/21	09/17/21
09/22/21	10/01/21
10/06/21	10/15/21
10/20/21	10/29/21
11/03/21	11/12/21
11/17/21	11/26/21
12/01/21	12/10/21
12/15/21	12/24/21
12/29/21	01/07/22
01/12/22	01/21/22

Check requests received in the payroll office after the due dates posted above will be processed with the next payment date. There will be no exceptions.

To submit timesheets:

1. Email to: katrinak@fiscalassistance.org

2. Fax to: 1-844-650-1968

3. Mail or drop off at: Fiscal Assistance, Inc., 4646 S. Biltmore Lane, Madison, WI 53718

Questions can be directed to:

Katrina Karanja, Payroll Specialist

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