

CARS PROCESSING DATES

The following is a schedule of due dates for receipt of keying documents in the CARS Unit, anticipated CARS run dates, and expected mailing dates for checks to non-municipal and municipal vendors.

Agency Expense Report	Contract Pre-Payment Month	Keying Document Due Date	CARS Processing Date	Mail Slotting Date	Non-Municipal Mailing	Municipal Mailing
<u>**04/11</u>	<u>**07/11</u>	06/06/11	06/16/11	06/20/11	<u>06/30/11</u>	07/01/11**
05/11	08/11	07/05/11	07/18/11	07/21/11	07/29/11**	08/04/11
06/11	09/11	08/05/11	08/18/11	08/22/11	08/31/11	09/02/11**
07/11	10/11	09/06/11	09/19/11	09/21/11	09/30/11	10/04/11
08/11	11/11	10/05/11	10/18/11	10/21/11	10/31/11	11/04/11**
09/11	12/11	11/07/11	11/16/11	11/21/11	11/30/11	12/02/11**
*10/11	01/12	11/30/11	12/15/11	12/20/11	12/30/11**	01/04/12
11/11	02/12	01/05/12	01/18/12	01/23/12	01/31/12	02/03/12**
12/11	03/12	02/06/12	02/16/12	02/21/12	02/29/12	03/02/12**
01/12	04/12	03/05/12	03/19/12	03/22/12	03/30/12**	04/04/12
02/12	05/12	04/05/12	04/17/12	04/20/12	04/30/12	05/04/12**
03/12	06/12	05/07/12	05/17/12	05/22/12	05/31/12	06/04/12
04/12	07/12	06/05/12	06/18/12	06/21/12	06/29/12**	07/03/12
05/12	08/12	07/05/12	07/18/12	07/23/12	07/31/12	08/03/12**
06/12	09/12	08/06/12	08/20/12	08/23/12	08/31/12	09/04/12
07/12	10/12	09/05/12	09/17/12	09/20/12	09/28/12**	10/04/12

* For January Pre-Payments that are not part of the Consolidated State/County Contract, signed CONTRACTS or keying documents must be received in the CARS Unit on the LAST working day of November.

** Instructions to DOA not to deliver envelopes to USPS until Saturday prior to the date of the check.

Updated: 8/31/11