

**ATTACHMENT
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 ACH deposit dates for non-municipal and municipal vendors.

Agency Expense Report	Keying Document Due Date	CARS Processing Date	Non-Municipal Deposit (ACH)	Municipal Deposit (ACH)
4/16	06/09/16	06/16/16	07/01/16	07/05/16
5/16	07/11/16	07/18/16	08/01/16	08/05/16
6/16	08/11/16	08/18/16	09/01/16	09/06/16
7/16	09/12/16	09/19/16	10/01/16	10/05/16
8/16	10/11/16	10/18/16	11/01/16	11/07/16
9/16	11/10/16	11/17/16	12/01/16	12/05/16
10/16	*11/30/16	12/14/16	01/02/17	01/05/17
11/16	01/11/17	01/18/17	02/01/17	02/06/17
12/16	02/09/17	02/15/17	03/01/17	03/06/17
1/17	03/13/17	03/20/17	04/01/17	04/05/17
2/17	**3/31/2017	**4/7/2017	05/01/17	05/05/17
3/17	05/11/17	05/18/17	06/01/17	06/05/17
4/17	06/12/17	06/19/17	07/01/17	07/05/17
5/17	07/11/17	07/18/17	08/01/17	08/07/17
6/17	08/10/17	08/17/17	09/01/17	09/05/17
7/17	09/11/17	09/18/17	10/02/17	10/05/17
8/17	10/11/17	10/18/17	11/01/17	11/06/17

* Signed CONTRACTS or keying documents must be received in the CARS Unit on the LAST working day of November.

** The CARS run processing February expenses will be 4/7/17. This will allow the Department to close out Profiles needed for SFY end.

Updated: 10/10/16