

**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.**



**REVISED - 2020 Vendor Payment Schedule - REVISED**

<b>Submit Check Requests with Invoices to FA by the due date below</b>	<b>Payment Date</b>
01/01/20	01/10/20
01/15/20	01/24/20
01/29/20	02/07/20
02/12/20	02/21/20
02/26/20	03/06/20
03/11/20	03/20/20
03/25/20	04/03/20
04/08/20	04/17/20
04/22/20	05/01/20
05/06/20	05/15/20
05/20/20	05/29/20
06/03/20	06/12/20
06/17/20	06/26/20
07/01/20	07/10/20
07/15/20	07/24/20
07/29/20	08/07/20
08/12/20	08/21/20
08/26/20	09/04/20
09/09/20	09/18/20
09/23/20	10/02/20
10/07/20	10/16/20
10/21/20	10/30/20
11/04/20	11/13/20
11/18/20	11/27/20
12/02/20	12/11/20
12/16/20	12/24/20

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: [tammiew@fiscalassistance.org](mailto:tammiew@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:  
Tammie Walsh, Payroll Specialist  
Phone: (608) 819-7752