

**DUE DATES FOR INVOICES RECEIVED IN THE MONTH OF April 2018**

Determining the correct due date of invoices is one of the most important procedures for you to uphold. Proper due dating means that you compare the date you received the goods or service AND the date you received the invoice. You then choose the later of these two and due date your invoice 30 days from the latest action.

For example, using the chart below: If you receive your service or goods on 04/08/2018 and your invoice on 04/14/2018, then you will select the due date of 05/14/2018

<b>Date invoice was rec'd OR Date Goods/Services were rec'd, whichever is LATER</b>	<b>Due date for use in FAAINVE</b>	<b>Weekend or Holiday</b>
1-Apr	1-May	
2-Apr	2-May	
3-Apr	3-May	
4-Apr	4-May	
5-Apr	4-May	Weekend
6-Apr	4-May	Weekend
7-Apr	7-May	
8-Apr	8-May	
9-Apr	9-May	
10-Apr	10-May	
11-Apr	11-May	
12-Apr	11-May	Weekend
13-Apr	11-May	Weekend
14-Apr	14-May	
15-Apr	15-May	
16-Apr	16-May	
17-Apr	17-May	
18-Apr	18-May	
19-Apr	18-May	Weekend
20-Apr	18-May	Weekend
21-Apr	21-May	
22-Apr	22-May	
23-Apr	23-May	
24-Apr	24-May	
25-Apr	25-May	
26-Apr	25-May	Weekend
27-Apr	25-May	Weekend
28-Apr	25-May	Memorial Day
29-Apr	29-May	
30-Apr	30-May	
1-May	31-May	