

**DUE DATES FOR INVOICES RECEIVED IN THE MONTH OF May 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 05/08/2018 and your invoice on 05/14/2018, then you will select the due date of 06/13/2018

<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-May	31-May	
2-May	1-Jun	
3-May	1-Jun	Weekend
4-May	1-Jun	Weekend
5-May	4-Jun	
6-May	5-Jun	
7-May	6-Jun	
8-May	7-Jun	
9-May	8-Jun	
10-May	8-Jun	Weekend
11-May	8-Jun	Weekend
12-May	11-Jun	
13-May	12-Jun	
14-May	13-Jun	
15-May	14-Jun	
16-May	15-Jun	
17-May	15-Jun	Weekend
18-May	15-Jun	Weekend
19-May	18-Jun	
20-May	19-Jun	
21-May	20-Jun	
22-May	21-Jun	
23-May	22-Jun	
24-May	22-Jun	Weekend
25-May	22-Jun	Weekend
26-May	25-Jun	Year End
27-May	25-Jun	Year End
28-May	25-Jun	Year End
29-May	25-Jun	Year End
30-May	25-Jun	Year End
31-May	25-Jun	Year End