



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director

DATE: December 18, 2018

SUBJECT: 2019 Invoice Due Date Schedule

Below is the 2019 due date schedule for invoice submission. The HCRMA appreciates your cooperation. If you should have any questions, please do not hesitate to call me at (956) 402-4762. Thank you for your cooperation.

Invoice/ Service Month	Invoice due from Consultant/Vendor to HCRMA	Board Meeting Date*
January	February 8, 2019	February 26, 2019
February	March 8, 2019	March 26, 2019
March	April 8, 2019	April 23, 2019
April	May 10, 2019	May 28, 2019
May	June 7, 2019	June 25, 2019
June	July 5, 2019	July 23, 2019
July	August 9, 2019	August 27, 2019
August	September 6, 2019	September 24, 2019
September	October 4, 2019	October 22, 2019
October	November 5, 2019	November 19, 2019
November	December 4, 2019	December 17, 2019
December	January 10, 2020	January 28, 2020

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Please note: If an invoice is received after the respective due date, the invoice will be processed for payment in the following scheduled payment date. Also, please make any necessary adjustments to ensure that the December invoice is submitted within the due date to allow the HCRMA to prepare for its annual financial audit.

*Payment of invoice will be processed within 3 days after Board Meeting date.

** Board meeting date deviates from regular scheduled meeting date due to HCRMA holiday(s).