




## MEMORANDUM

**TO:** HCRMA Vendors, Consultants, and Contractors

**FROM:** Pilar Rodriguez, PE, Executive Director 

**DATE:** December 17, 2019

**SUBJECT:** 2020 Invoice Due Date Schedule

Below is the 2020 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 7, 2020	February 25, 2020	
February	March 6, 2020	March 24, 2020	
March	April 6, 2020	April 28, 2020	
April	May 8, 2020	May 26, 2020	
May	June 5, 2020	June 23, 2020	
June	July 6, 2020	July 28, 2020	
July	August 7, 2020	August 25, 2020	
August	September 4, 2020	September 22, 2020	
September	October 7, 2020	October 27, 2020	
October	November 5, 2020	November 17, 2020	**
November	December 4, 2020	December 15, 2020	**
December	January 11, 2020	January 26, 2021	

*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).