



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors
FROM: Pilar Rodriguez, PE, Executive Director
DATE: January 5, 2021
SUBJECT: 2021 Invoice Due Date Schedule

Below are the due dates for 2021 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 5, 2021	February 23, 2021
February	March 5, 2021	March 23, 2021
March	April 7, 2021	April 27, 2021
April	May 7, 2021	May 25, 2021
May	June 4, 2021	June 22, 2021
June	July 7, 2021	July 27, 2021
July	August 6, 2021	August 24, 2021
August	September 8, 2021	September 28, 2021
September	October 6, 2021	October 26, 2021
October	November 5, 2021	November 16, 2021
November	December 3, 2021	December 14, 2021
December	January 13, 2021	January 25, 2022

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).