



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director

DATE: December 28, 2021

SUBJECT: 2022 Invoice Due Date Schedule

Below are the due dates for 2022 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, 2022	February 22, 2022
February	March 7, 2022	March 22, 2022
March	April 7, 2022	April 26, 2022
April	May 6, 2022	May 24, 2022
May	June 7, 2022	June 28, 2022
June	July 7, 2022	July 26, 2022
July	August 5, 2022	August 23, 2022
August	September 7, 2022	September 27, 2022
September	October 7, 2022	October 25, 2022
October	November 4, 2022	November 22, 2022
November	December 5, 2022	December 13, 2022
December	January 13, 2023	January 24, 2023

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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).