




MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors 

FROM: Pilar Rodriguez, PE, Executive Director

DATE: January 4, 2023

SUBJECT: 2023 Invoice Due Date Schedule

Below are the due dates for 2023 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, 2023	February 28, 2023
February	March 7, 2023	March 28, 2023
March	April 7, 2023	April 25, 2023
April	May 5, 2023	May 23, 2023
May	June 7, 2023	June 27, 2023
June	July 7, 2023	July 25, 2023
July	August 7, 2023	August 22, 2023
August	September 7, 2023	September 26, 2023
September	October 6, 2023	October 24, 2023
October	November 3, 2023	November 14, 2023
November	December 4, 2023	December 12, 2023
December	January 12, 2024	January 23, 2024

**

**

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).