



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director PR

DATE: January 4, 2024

SUBJECT: 2024 Invoice Due Date Schedule

Below are the due dates for 2024 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, 2024 | February 27, 2024 |
| February | March 6, 2024 | March 26, 2024 |
| March | April 5, 2024 | April 23, 2024 |
| April | May 7, 2024 | May 28, 2024 |
| May | June 7, 2024 | June 25, 2024 |
| June | July 5, 2024 | July 23, 2024 |
| July | August 7, 2024 | August 27, 2024 |
| August | September 6, 2024 | September 24, 2024 |
| September | October 7, 2024 | October 22, 2024 |
| October | November 6, 2024 | November 19, 2024 |
| November | December 4, 2024 | December 17, 2024 |
| December | January 10, 2025 | January 28, 2025 |

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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).