



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director

DATE: January 2, 2025

SUBJECT: 2025 Invoice Due Date Schedule

Below are the due dates for 2025 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, 2025	February 25, 2025
February	March 7, 2025	March 25, 2025
March	April 4, 2025	April 22, 2025
April	May 7, 2025	May 27, 2025
May	June 6, 2025	June 24, 2025
June	July 7, 2025	July 22, 2025
July	August 8, 2025	August 26, 2025
August	September 5, 2025	September 23, 2025
September	October 7, 2025	October 28, 2025
October	November 6, 2025	November 18, 2025
November	December 4, 2025	December 16, 2025
December	January 9, 2026	January 27, 2026

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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).