



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director

DATE: January 5, 2026

SUBJECT: 2026 Invoice Due Date Schedule

Below are the due dates for 2026 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 6, 2026	February 24, 2026
February	March 6, 2026	March 24, 2026
March	April 6, 2026	April 28, 2026
April	May 7, 2026	May 26, 2026
May	June 5, 2026	June 23, 2026
June	July 7, 2026	July 28, 2026
July	August 7, 2026	August 25, 2026
August	September 4, 2026	September 22, 2026
September	October 7, 2026	October 27, 2026
October	November 6, 2026	November 17, 2026
November	December 4, 2026	December 15, 2026
December	January 8, 2027	January 26, 2027

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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).