




MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director 

DATE: January 4, 2017

SUBJECT: 2017 Invoice Due Date Schedule

Below is the 2017 due date schedule for 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	Due Date for Dannenbaum to review/approve (if applicable)	Board Meeting Date*
January	February 6, 2017	February 10, 2017	February 28, 2017
February	March 6, 2017	March 10, 2017	March 28, 2017
March	April 4, 2017	April 10, 2017	April 25, 2017
April	May 4, 2017	May 9, 2017	May 23, 2017
May	June 6, 2017	June 9, 2017	June 27, 2017
June	July 5, 2017	July 10, 2017	July 25, 2017
July	August 4, 2017	August 8, 2017	August 22, 2017
August	September 6, 2017	September 11, 2017	September 26, 2017
September	October 5, 2017	October 10, 2017	October 24, 2017
October	November 6, 2017	November 9, 2017	November 28, 2017
November	December 5, 2017	December 8, 2017	December 19, 2017
December	January 5, 2018	January 10, 2018	January 23, 2018

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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).