



## MEMORANDUM

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**TO:** HCRMA Vendors, Consultants, and Contractors

**FROM:** Pilar Rodriguez, PE, Executive Director

**DATE:** September 11, 2017 *PR*

**SUBJECT:** 2017 Invoice Due Date Schedule - Revised

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Below is the REVISED 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 to HCRMA	Board Meeting Date*
August	September 6, 2017	September 26, 2017
September	October 5, 2017	October 24, 2017
October	November 6, 2017	November 28, 2017
November	December 5, 2017	December 19, 2017
December	January 5, 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).