



MEMORANDUM

TO: HCRMA Vendors, Consultants, and Contractors

FROM: Pilar Rodriguez, PE, Executive Director

DATE: January 4, 2018 PR

SUBJECT: 2018 Invoice Due Date Schedule - Revised

Below is the 2018 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*
January	February 6, 2018	February 27, 2018
February	March 9, 2018	March 27, 2018
March	April 6, 2018	April 24, 2018
April	May 4, 2018	May 22, 2018
May	June 8, 2018	June 26, 2018
June	July 6, 2018	July 24, 2018
July	August 7, 2018	August 28, 2018
August	September 7, 2018	September 25, 2018
September	October 5, 2018	October 23, 2018
October	November 5, 2018	November 27, 2018
November	December 4, 2018	December 18, 2018
December	January 8, 2019	January 22, 2019

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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).