



# Self-Directed Services 2024 Accounts Payable Calendar

FMS Direct: 1.866.252.6871 | FMS Fax: 1.888.272.2236

Vendor Payment Request Submittal: [FMSVendor@thearc.org](mailto:FMSVendor@thearc.org)

Mileage Reimbursement Submittal: [FMSMileage@thearc.org](mailto:FMSMileage@thearc.org)

Open a Customer Service Ticket: [thearcselfdirected.zendesk.com](https://thearcselfdirected.zendesk.com)

## Weekly Vendor Payment Request Forms & Invoices\*

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DUE DATE 5PM	CHECK DATE	NOTES
12/28/2023	1/8/2024	
1/4/2024	1/12/2024	Early check date- MLK 1/15/24
1/11/2024	1/22/2024	
1/18/2024	1/29/2024	
1/25/2024	2/5/2024	
2/1/2024	2/12/2024	
2/8/2024	2/16/2024	Early check date- President's Day 2/19/24
2/15/2024	2/26/2024	
2/22/2024	3/4/2024	
2/29/2024	3/11/2024	
3/7/2024	3/18/2024	
3/14/2024	3/25/2024	
3/21/2024	4/1/2024	
3/28/2024	4/8/2024	
4/4/2024	4/15/2024	
4/11/2024	4/22/2024	
4/18/2024	4/29/2024	
4/25/2024	5/6/2024	
5/2/2024	5/13/2024	
5/9/2024	5/20/2024	
5/16/2024	5/24/2024	Early check date- Memorial Day 5/27/24
5/23/2024	6/3/2024	
5/30/2024	6/10/2024	
6/6/2024	6/17/2024	
6/13/2024	6/24/2024	
6/20/2024	7/1/2024	
6/27/2024	7/8/2024	
7/3/2024	7/15/2024	Early due date - Independence Day 7/4/24
7/11/2024	7/22/2024	
7/18/2024	7/29/2024	
7/25/2024	8/5/2024	
8/1/2024	8/12/2024	
8/8/2024	8/19/2024	
8/15/2024	8/26/2024	
8/22/2024	8/30/2024	Early check date - Labor Day 9/2/24
8/29/2024	9/9/2024	
9/5/2024	9/16/2024	
9/12/2024	9/23/2024	
9/19/2024	9/30/2024	

DUE DATE 5PM	CHECK DATE	NOTES
9/26/2024	10/7/2024	
10/3/2024	10/11/2024	Early check date - Indigenous People's Day 10/14/24
10/10/2024	10/21/2024	
10/17/2024	10/28/2024	
10/24/2024	11/4/2024	
10/31/2024	11/8/2024	Early check date - Veterans Day 11/11/24
11/7/2024	11/18/2024	
11/14/2024	11/25/2024	
11/21/2024	12/2/2024	
11/27/2024	12/9/2024	Early due date - Thanksgiving 11/28/24
12/5/2024	12/16/2024	
12/12/2024	12/23/2024	
12/19/2023	12/30/2024	
12/26/2024	1/6/2025	

## Monthly Mileage Reimbursement\*

(Mileage is processed one time per month after the end of each month.)

SERVICE MONTH	DUE DATE 5PM	CHECK DATE
December 2023	1/11/2024	1/29/2024
January 2024	2/12/2024	2/26/2024
February 2024	3/11/2024	3/25/2024
March 2024	4/11/2024	4/29/2024
April 2024	5/10/2024	5/24/2024
May 2024	6/12/2024	6/24/2024
June 2024	7/11/2024	7/29/2024
July 2024	8/12/2024	8/26/2024
August 2024	9/11/2024	9/30/2024
September 2024	10/11/2024	10/28/2024
October 2024	11/13/2024	11/25/2024
November 2024	12/12/2024	12/30/2024

\* The Arc Central Chesapeake Region reserves the right to modify processing calendars in the event of a change in contractual or regulatory requirements. Thank you for your understanding.

### ACCOUNTS PAYABLE PROCESSING TIMELINE & PAYMENT INFORMATION

The Accounts Payable team processes vendor payments weekly and mileage reimbursements monthly through Bill.com, a vendor payment software system. All vendor payment request forms received by Thursday noon are processed for payment by the end of the following week. All mileage reimbursement requests received by the monthly due date will be processed by the check date indicated.

All payments are, by default, provided via live check delivered by USPS. To request direct deposit, please [open a customer service ticket](#) to request an invite to create your own direct deposit profile.

**IMPORTANT:** Vendor payments and mileage reimbursements are processed in accordance with the Accounts Payable calendar. Requests for payment received after the deadline will be processed the following check date.