

# GALVESTON COUNTY



## Office of County Auditor

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### Fiscal Year 2025 Invoice Submission Deadlines

Listed below is the invoice submission schedule for the 2025 fiscal year. To ensure payments are out on time and on the anticipated Commissioners Court agenda, please submit your invoices for processing according to the schedule below. Payments should be submitted to [APClerk@galvestoncountytexas.gov](mailto:APClerk@galvestoncountytexas.gov), by inter-department mail or by US mail.

**\*\*Invoices and claims need to be submitted to Accounts Payable no later than 11am on Tuesday (by 11am Monday for attorney vouchers), 2 weeks prior to the date of the regularly scheduled Commissioners Court on which you would need the payment released.** Checks are not included on Special Commissioners Court agendas. Items that do not meet that deadline are not guaranteed to be on the anticipated Commissioners Court agenda. It is the goal of the Accounts Payable Division to provide a two week turnaround from the time the invoice and all supporting documentation are received to process payment of the invoice. However, Texas Government Code 2251 does not consider a payment overdue until the 31<sup>st</sup> day after the later of:

1. The date the government entity receives the goods under contract
2. The date the performance of service under the contract is completed
3. The date the governmental entity receives an invoice for the goods or service

COMMISSIONERS COURT DATE	INVOICE PROCESSING PERIOD COVERED	INVOICES/CLAIMS DUE TO AP	ATTORNEY VOUCHERS DUE TO AP	CHECK RELEASE DATE
10/14/2024	09/26/2024-10/10/2024	10/01/2024	09/30/2024	10/14/2024
10/28/2024	10/10/2024-10/24/2024	10/15/2024	10/14/2024	10/28/2024
11/08/2024	10/24/2024-11/06/2024	10/28/2024*	10/28/2024	11/08/2024
11/25/2024	11/06/2024-11/21/2024	11/12/2024	11/12/2024	11/25/2024
12/09/2024	11/21/2024-12/05/2024	11/26/2024	11/25/2024	12/09/2024
12/23/2024	12/05/2024-12/19/2024	12/10/2024	12/09/2024	12/23/2024
01/06/2025	12/19/2024-01/02/2025	12/24/2023	12/23/2024	01/06/2025
01/17/2025	01/02/2025-01/15/2025	01/06/2025*	01/06/2025	01/17/2025
02/03/2025	01/15/2025-01/30/2025	01/18/2025	01/17/2025	02/03/2025
02/17/2025	01/30/2025-02/13/2025	02/04/2025	02/03/2025	02/17/2025
03/03/2025	02/13/2025-02/27/2025	02/18/2025	02/18/2025	03/03/2025
03/17/2025	02/27/2025-03/13/2025	03/04/2025	03/03/2025	03/17/2025
03/31/2025	03/13/2025-03/27/2025	03/18/2025	03/17/2025	03/31/2025
04/14/2025	03/27/2025-04/10/2025	04/01/2025	03/31/2025	04/14/2025
04/28/2025	04/10/2025-04/24/2025	04/15/2025	04/14/2025	04/28/2025
05/12/2025	04/24/2025-05/08/2025	04/29/2025	04/28/2025	05/12/2025
05/23/2025	05/08/2025-05/21/2025	05/12/2025*	05/12/2025	05/23/2025
06/09/2025	05/21/2025-06/05/2025	05/27/2025	05/27/2025	06/09/2025
06/23/2025	06/05/2025-06/18/2025	06/10/2025	06/09/2025	06/23/2025
07/07/2025	06/18/2025-07/03/2025	06/24/2025	06/23/2025	07/07/2025
07/21/2025	07/03/2025-07/17/2025	07/08/2025	07/07/2025	07/21/2025
08/04/2025	07/17/2025-07/31/2025	07/22/2025	07/21/2025	08/04/2025
08/18/2025	07/31/2025-08/14/2025	08/05/2025	08/04/2025	08/18/2025
08/29/2025	08/14/2025-08/27/2025	08/18/2025*	08/18/2025	08/29/2025
09/15/2025	08/27/2025-09/11/2025	09/02/2025	09/02/2025	09/15/2025
09/29/2025	09/11/2025-09/25/2025	09/16/2025	09/15/2025	09/29/2025

\*Early submission date for invoices/claims due to AP.

\*\*Commissioners Court dates are subject to change with unanticipated closures. This could affect the cutoff date for invoice submission. Questions about submission deadlines for unanticipated court dates other than those above should be directed to the AP division.