

College of Charleston Foundation 2026 Accounts Payable Schedule

Check requests must be submitted to FoundationFinance@cofc.edu by the deadlines listed below. Dates may be adjusted based on processing volume, college closures, or operational adjustments.

Submission Requirements

- Check requests must include all required information at the time of submission. Requests submitted without complete information may delay payment.
- The check request form and all supporting documentation must be submitted together in a single PDF file for each payee.
- The PDF file name must begin with the payee's name, invoice number (if applicable), and payment amount to ensure efficient identification and processing (e.g., Smith, John \$255.75 | ABC Catering – Inv 88451 – \$1,200.00).
- Confidential or sensitive information must be submitted to FoundationFinance@cofc.edu via Secure Share at <https://seureshare.cofc.edu/>

Submission Deadline	Check Date
Jan 8	Jan 15
Jan 23	Jan 30
Feb 6	Feb 13
Feb 20	Feb 27
Mar 6	Mar 13
Mar 24	Mar 31
Apr 8	Apr 15
Apr 23	Apr 30
May 7	May 15
May 22	May 29
Jun 8	Jun 15
Jun 24	Jun 30
Jul 8	Jul 15
Jul 24	Jul 31
Aug 7	Aug 14
Aug 25	Aug 31
Sep 8	Sep 15
Sep 24	Sep 30
Oct 7	Oct 15
Oct 23	Oct 30
Nov 5	Nov 13
Nov 17	Nov 30
Dec 3	Dec 15
Dec 15	Dec 22