



2024-2025 Cheque Request Submission Deadline and Payment Dates

Please keep a copy of this list for your own records.

Submission Deadline	Cheque Payment Date	EFT/Direct Deposit Payment Date	Period Covered	
26-Mar-24	3-Apr-24	5-Apr-24		**First Submission date for payment in FY2024/2025
9-Apr-24	17-Apr-24	19-Apr-24	April-24	
23-Apr-24	1-May-24	3-May-24		
7-May-24	15-May-24	17-May-24		
21-May-24	29-May-24	31-May-24	May-24	
4-Jun-24	12-Jun-24	14-Jun-24		
18-Jun-24	26-Jun-24	28-Jun-24	June-24	
2-Jul-24	10-Jul-24	12-Jul-24		
16-Jul-24	24-Jul-24	26-Jul-24	July-24	
30-Jul-24	7-Aug-24	9-Aug-24		
13-Aug-24	21-Aug-24	23-Aug-24	August-24	
27-Aug-24	4-Sep-24	6-Sep-24		
10-Sep-24	18-Sep-24	20-Sep-24	September-24	
24-Sep-24	2-Oct-24	4-Oct-24		
8-Oct-24	16-Oct-24	18-Oct-24	October-24	
22-Oct-24	30-Oct-24	1-Nov-24		
5-Nov-24	13-Nov-24	15-Nov-24		
19-Nov-24	27-Nov-24	29-Nov-24	November-24	
3-Dec-24	11-Dec-24	13-Dec-24		
10-Dec-24	18-Dec-24	20-Dec-24	December-24	**Last payment for calendar year 2024
7-Jan-25	15-Jan-25	17-Jan-25		
21-Jan-25	29-Jan-25	31-Jan-25	January-25	
4-Feb-25	12-Feb-25	14-Feb-25		
18-Feb-25	26-Feb-25	28-Feb-25	February-25	
4-Mar-25	12-Mar-25	14-Mar-25		
11-Mar-25	19-Mar-25	21-Mar-25		** March 31/25-Deadline for all requisitions
18-Mar-25	26-Mar-25	28-Mar-25	March-25	pertaining to fiscal year ending March 31, 2025

Note: Submission deadlines indicate the date that PHCRI Finance should receive requests

- April 1 Easter Monday
- May 20 Victoria Day
- July 1 Canada Day
- August 5 BC Day
- September 2 Labour Day
- September 30 National Day for Truth and Reconciliation
- October 14 Thanksgiving Day
- November 11 Remembrance Day
- December 25 Christmas Day
- December 26 Boxing Day
- January 1 New Year's Day
- February 17 Family Day